



CANADIANA

JUN 9 1993

NURSERY SCHOOL LICENSING POLICY MANUAL

The logo for Alberta Family and Social Services features the word "Alberta" in a large, stylized serif font. Below it, the words "FAMILY AND SOCIAL SERVICES" are written in a smaller, all-caps sans-serif font.

Alberta
FAMILY AND SOCIAL SERVICES

[illegible]

Nursery schools provide play-based education for preschool children. The policies, objectives and objectives contained in the Nursery School Learning Policy Manual were developed to ensure that standards are in place to license nursery schools in Florida. The manual implements the Social Care Facilities Licensing Act, the Day Care Regulations, and other applicable government regulations. This manual is a nursery school standard and compliance program, and is the consistent and fair application of standards for the benefit of children and families. I encourage you to read and become familiar with the new Nursery School Learning Policy Manual.

NURSERY SCHOOL

NURSERY SCHOOL LICENSING POLICY MANUAL

LICENSING POLICY MANUAL

**ALBERTA
FAMILY AND SOCIAL SERVICES**

LIBRARY SCHOOL
JANUARY 1961

LIBRARY AND SOCIAL STUDIES
JANUARY 1961

PREAMBLE

This Nursery School Licensing Policy Manual has been developed to clearly outline policy requirements that apply to nursery schools. It replaces the 1987 Day Care Licensing Policy Manual which contained the requirements for licensed nursery schools as well as other day care facilities. Policies for day care centres, licensed family day homes and drop-in centres are now contained in separate manuals.

Nursery schools provide play-based socialization for preschool children. The policies, guidelines and explanations contained in the Nursery School Licensing Policy Manual were developed to ensure basic standards are in place in licensed nursery schools in Alberta. The manual interprets the Social Care Facilities Licensing Act, the Day Care Regulation and other provincial government requirements. This supports nursery school operators and department program staff in the consistent and fair application of standards for the benefit of children and families. I encourage you to read and become familiar with this new Nursery School Licensing Policy manual.

It is the role of licensing staff to ensure that the minimum legislated and policy requirements described in this manual are consistently met by nursery school operators. They are trained to do this in a uniform, fair and equitable manner. They are not able to change regulations or policies. However, when a concern arises about the interpretation of the regulation or policies you are encouraged to discuss it with your licensing officer. If further clarification would help then the concern should be raised with the licensing officer's supervisor. The regional day care coordinator and regional manager are also available to hear your concerns. A positive and cooperative working relationship is important so that we may both meet our common goals for young children in nursery schools. Department licensing staff review and monitor the care provided in all licensed facilities to make sure parents and the general public can have confidence that standards are in place for the safe and healthy development of children.

Licensing staff of the department are also available to help you understand the requirements contained in this manual, and the application of these requirements. They may also be able to refer you to sources of information and consultation for particular needs. Please contact your regional licensing office if you require further information.

This new manual comes into effect on September 1, 1993. However, its contents will continue to evolve and change based on our collective experiences, your feedback and the impact of new developments affecting regulated child care services. Your comments and suggestions on the contents of the manual are welcomed. A special feedback form has been introduced at the beginning of the manual to assist you in this regard.

Don Fleming
Acting Deputy Minister
Family and Social Services

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NURSERY SCHOOL LICENSING POLICY MANUAL

INTRODUCTION

This manual contains the Social Care Facilities Licensing Act (Section 01) and Day Care Regulation (Section 02) in their entirety.

Following each legislative reference (in italics and single spaced) are departmental policies which interpret legislation, and guidelines and comments which provide further explanation and clarification. An intent statement has been added to many of the legislative references, to clarify in "easy to understand" language the intent of the legislation.

Section 01 contains the Social Care Facilities Licensing Act and policies relating to the full range of social care facilities licensed by the Department (e.g., day care facilities, foster homes, special care facilities). Section 02 contains the Day Care Regulation and policies applying only to nursery schools. Separate manuals for day care centres, licensed family day homes and drop-in centres contain policies specific to these other program areas. Section 99 contains the Appendices, which includes sample forms you may use to meet the requirements of the Regulation.

The format that has been used in this manual is designed for quick and easy access to the information contained in the manual. Information can be accessed through the Table of Contents, the Subject Index and NSL numbers.

In addition, a form has been inserted so that you may submit feedback on the manual on an ongoing basis.

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NURSERY SCHOOL LICENSING POLICY MANUAL FEEDBACK

INTRODUCTION

The attached Nursery School Licensing Policy Manual Feedback form is provided for your use.

The purpose of this form is to give Policy Manual users an opportunity to provide Day Care Programs with feedback about issues that arise from specific policy requirements.

Please indicate the policy reference or "NSL number", the page number (from the top right hand corner of each page) and the specific policy requirement of concern.

Your Feedback should include any problems created by a specific policy and/or omissions to the policy. Please note, any concerns regarding the monitoring of policy requirements should be directed to the Regional Licensing Office. Your "Recommended Solution" should include any changes or additions to the policy you feel are necessary to make it more workable.

Please include your name and address and a phone number at which you can be reached to clarify any issues raised. The completed form should be mailed to Day Care Programs at the address indicated. For convenience, you may want to photocopy this form prior to use, so that you can submit feedback on more than one policy.

All comments received will be reviewed by Day Care Programs. Suggestions will be considered with regard to the degree to which they fit with the original intent and requirements of the Regulation, as well as their reasonableness and workability. Any resulting changes to the Manual will be included in revisions and distributed to all license holders.

DATE	TIME	CONTROL PAGES
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WILSON SCHOOL LICENSING POLICY MANUAL FEEDBACK

INTRODUCTION

The attached Wilson School Licensing Policy Manual Feedback form is provided for your use.

The purpose of this form is to give Policy Manual users an opportunity to provide Day Care Programs with feedback about issues that affect their specific policy requirements.

Please indicate the policy reference or "NSL number," the page number (if on the top right hand corner of each page), and the specific policy requirement of concern.

Your feedback should include any problems created by a specific policy and/or suggestions to the policy. Please note any concerns regarding the monitoring of policy requirements should be directed to the Regional Licensing Officer. Your "Recommended Solution" should include any changes or additions to the policy you feel are necessary to make it more workable.

Please include your name and address and a phone number at which you can be reached to clarify any issues raised. The completed form should be mailed to Day Care Programs at the address indicated. For convenience, you may want to photocopy this form prior to use, so that you can submit feedback on more than one policy.

All comments received will be reviewed by Day Care Programs. Suggestions will be submitted with regard to the degree to which they fit with the original intent and requirements of the Regulation, as well as their reasonableness and workability. Any resulting changes to the Manual will be included in revisions and distributed to all license holders.

NURSERY SCHOOL LICENSING POLICY MANUAL FEEDBACK

Reference: NSL _ _ - _ _ - _ _ , page ____ .

Policy Details: (policy, subject)

Feedback: (concerns, issue, problem)

Recommended Solution:

Please use a separate page for feedback on each policy. Feel free to make copies of this page.

Date: _____ ☐ parent ☐ teacher ☐ license holder

Name: _____

Address: _____

Town/City: _____ P.Code: _____

Telephone: (w) _____ (h) _____

Name of Nursery School: _____

Please mail to:

Manager, Licensing
Day Care Programs
Alberta Family and Social Services
10035 - 108 Street
Edmonton, Alberta
T5J 3E1

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This manual is designed to allow you to find specific information as quickly as possible.

DEFINITIONS

For the purposes of this manual the following definitions apply:

Intent - summarizes the intent of the section of the Regulation in plain language.

Policy - provides direction and interpretation of the legislation for determining compliance.

Comment - provides further explanation of legislation or policy.

Guideline - provides recommendations which would enhance the quality of care but are not a policy requirement.

Director - means Director of Social Care Facilities.

License holder - means the license holder of any day care facility: day care centre, drop-in centre, nursery school or licensed family day home.

Studies of the use of manuals have shown that in most cases the user is interested in finding the answer to a particular problem. To allow users to find what they are looking for as quickly and easily as possible, this manual has been organized for random access. This has been achieved through the breakdown of information into individual subjects and development of an extensive subject index.

DIVISIONS

Major Divisions - The two main groupings of topics are physically separated by number dividers and are numbered 01 for the Social Care Facilities Licensing Act and 02 for the Day Care Regulation.

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SECTIONS

Sections - The major divisions are broken into sections and are numbered consecutively from 01.

SUBJECTS

Subjects - Each section is broken into subjects and is numbered consecutively from 01.

NUMBERING SYSTEM

The numbering system identifies the location of the information. The six numerical digits at the top right hand corner of the page identify the Major Division; the Section; and the Subject. These six numerical digits are preceded by three alpha characters which denote the manual title.

FINDING INFORMATION

Refer to the divider marked index. Every subject and section in the manual is listed here in several ways. This makes the index comprehensive and useful. You should be able to find anything you need. Turn to the index first. It is in alphabetical order.

EXAMPLE

Suppose you were looking for information regarding the eligibility for a license.

WHAT TO DO

First, consult the index for key words on the subject you are looking up. In the index "eligibility for a license" is cited under section NSL-02-04-01. Note the six digit number.

The number means as follows:

NSL - signifies that the information is contained in the Nursery School Licensing Manual. This code is the same for every page in this manual.

02 - signifies that the information is contained in division 02 of the manual. In this manual there are 2 major divisions - division 02 deals with the Day Care Regulation.

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04 - signifies that the information is contained under section 04 of the Day Care Regulation. In this manual section 02-04 deals with Eligibility for License.

01 - signifies that the information you are seeking is contained in the first subject of section 04. In section 04, subject 01 deals with Alberta residents.

The Sample Page which follows explains the format used in this manual.

AMENDMENTS

Amendments should be inserted into your manual as soon as they are received.

The amendment number and date should be recorded on the amendment record found on the reverse side of the title page.

SECTION MAIN HEADING OF POLICY MANUAL SECTION	SUBJECT SUBJECT HEADING	PAGE Page of Section
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D.C.REG. SECTION #

The regulation section is printed in bold and italics and appears here, above the line.

INTENT

The "Intent" statement summarizes the intent of the requirement in "plain language".

POLICY

"Policy" is what is required, what "shall" happen to be in compliance with the regulation section.

Definition

"Definition" defines terms used in the legislation and policy.

GUIDELINE

"Guidelines" are recommendations which help to meet the intent of the requirement. Guidelines are not required in order to be in compliance with the regulation section.

COMMENT

"Comments" are additional information, usually provided for clarification or to indicate where more information is available.

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ACTS/REGULATIONS

The following Acts/Regulations are quoted or referred to in this Policy Manual as they are relevant to the Alberta Day Care Regulation. This list is not exhaustive.

Alberta

Fire Prevention Act, 1982
Fire Code (Alta. Reg. 151/84)

Motor Transport Act, RSA 1980

Public Health Act, 1984
Communicable Diseases Regulation (Alta. Reg. 238/85)
Institutions Regulation (Alta. Reg. 143/81)

School Act, 1988

Uniform Building Standards Act, RSA 1980
Alberta Building Regulation (Alta. Reg. 186/85)
Alberta Building Code

Copies of Alberta legislation are available from:

Queen's Printer
11510 Kingsway Avenue
Edmonton, AB T5G 2H5

Canada

Hazardous Products Act
Cribs and Cradles Regulation (SOR/86-962)

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RELATED DEPARTMENT PUBLICATIONS

The following Alberta Family and Social Services publications are referred to in this manual and are available from Regional Day Care Licensing offices:

- Contagious Diseases in Day Care: A Handbook for Day Care Directors and Caregivers (1988)
- Contagious Diseases in Day Care: A Handbook for Parents (1988)
- Guide to Programming in Nursery Schools (available Winter 1993)
- Protocols for Handling Child Abuse and Neglect in Day Care Services
- Guidelines for Handling HIV Infection and AIDS in Day Care Services

INFORMATION AVAILABLE FOR DISTRIBUTION TO PARENTS

- Child Care Options
- Posters distributed by Alberta Family and Social Services, Day Care Programs.

SOCIAL CARE FACILITIES LICENSING ACT

SECTION DEFINITIONS	SUBJECT INTRODUCTION DEPARTMENT STAFF AND LICENSED FACILITIES	PAGE 1
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INTRODUCTION

The following section contains the Social Care Facilities Licensing (SCFL) Act in its entirety. The SCFL Act provides authority for department staff to carry out duties outlined in the Act and Day Care Regulation. It outlines the general requirements for the licensing of facilities, including nursery schools.

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

SCFL ACT SECTION 1

In this Act,

(a) "day care centre" means a facility defined in the regulations as a day care centre for the purposes of the Act;

(a.01) "day care facility" means a day care centre and any other facility defined in the regulations as a day care facility for the purposes of this Act;

(a.1) "Director" means the Director of Social Care Facilities;

(b) repealed 1981 c58 s2;

(c) "licence" includes a conditional licence;

(d) "local authority" means

(i) a city, town, village, municipal district or county, or

(ii) the Minister of Municipal Affairs, in the case of an improvement district or special area;

(e) "Minister" means the Minister of Social Services;

COMMENT

Under the Miscellaneous Statutes Amendment, the Social Care Facilities Licensing Act was amended to delete the definition of day care centre, and came into force July 1, 1991. The definition of day care centre is now in the Day Care Regulation 333/90.

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SCFL ACT SECTION 1 (cont'd)

(e.1) "officer" means a person appointed under section 3(1) as an officer and includes the Director;

(f) "social care facility" means

(i) a place of care for persons who are aged or infirm or who require special care,

(i.1) a day care facility,

(ii) a building or part of a building, other than a home maintained by a person to whom the children living in that home are related by blood or marriage, in which care, supervision or lodging is provided for 4 or more children under the age of 18 years, but does not include a place of accommodation designated by the Minister as not constituting a child caring institution, or

(iii) a hostel or other establishment operated to provide accommodation and maintenance for unemployed or indigent persons.

POLICY

Licensed
Social Care Facilities

In practice, a social care facility includes:

- a day care centre
- a drop-in centre
- a family day home
- a nursery school
- an out-of-school care centre
- a residential facility such as:
 - a group home
 - a non-government institution
 - a government institution (where licensing is requested).
- a foster home*

* Where children are related to the foster parent by blood or marriage, a foster care license is not required.

SECTION DEFINITIONS	SUBJECT INTRODUCTION DEPARTMENT STAFF AND LICENSED FACILITIES	PAGE 3
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It may also include:

- a nursing home or Senior Citizen's Lodge not under the Nursing Homes Act.
- a camp for persons with special needs.
- a day care centre on Crown Land, e.g., an Armed Forces Base or Indian Reserve.

Licenses for Programs for
School Aged Children

Programs for school-age children are required to be licensed under the authority of the Social Care Facilities Licensing Act, Section 4 and Section 1(f)(ii). There are, however, no provincial standards or regulations which specifically apply to programs for school-age children.

COMMENT

Some municipalities have developed standards for out-of-school care programs, and provide funding to programs meeting these standards.

POLICY

Exclusions From
Licensing by Law

This legislation is not binding on the Crown, therefore, Government owned and operated facilities, both federal and provincial, are not required to be licensed.

Legislation does not govern facilities operated on Crown Land, e.g., Armed Forces Bases, Indian Reserves. However, facilities on Armed Forces Bases or Indian Reserves may request inspections, and upon all licensing requirements being met, may receive a certificate of approval.

POLICY

Exclusions

The following facilities are currently not licensed as a social care facility:

- vocational training programs for the handicapped where there is no residential component; and

SECTION DEFINITIONS	SUBJECT INTRODUCTION DEPARTMENT STAFF AND LICENSED FACILITIES	PAGE 4 DATE 01/09/93
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- facilities not meeting the definition of special care under the SCFL Act Section 1(f(i).

Under Ministerial Order No. 30/91, made under section 1(f)(ii) of the Social Care Facilities Licensing Act, the following programs are not required to be licensed:

- family day homes operating under an agreement with the Minister (approved family day homes);
- facilities which house holiday programs for school aged children; and
- facilities which house programs for children under 18 years of age operating for less than 3 hours a week.

In addition, programs where parents remain on the premises, and are readily available in case of an emergency are not required to be licensed. For example babysitting services offered at Bingo halls where parents remain on the premises are not licensed. Child care facilities operating within Women's Shelters where use is solely by residents are not required to be licensed as day care centres. However, Women's Shelters themselves are licensed as social care facilities.

SECTION DEFINITIONS	SUBJECT SPECIAL CARE	PAGE 1
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POLICY

Definition

"Special Care"

For the purpose of interpreting section 1(f)(i), programs which meet all of the following criteria provide "special care", and must be licensed:

- there is a level of dependency on the part of those in care;
- those under care require direct supervision and the license holder has formally agreed to provide the care;
- there are screening criteria for accepting persons into the program;
- there is a program which meets expected standards of care; and
- in the case of an adult program, there is a residential component.

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SCFL ACT SECTION 2

This Act does not apply to

- (a) a nursing home under the Nursing Homes Act,*
- (b) a home or unit under the Senior Citizens Housing Act, or*
- (c) an approved hospital under the Hospitals Act.*

SECTION AUTHORITY FOR APPOINTMENT	SUBJECT DIRECTOR AND STAFF	PAGE 1
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SCFL ACT SECTION 3

(1) In accordance with the Public Service Act there may be appointed a Director of Social Care Facilities, officers and any other employees necessary for the administration of this Act.

(2) Where the Director is given any power or Duty under this Act or the regulations, he may in writing authorize one or more persons who are

(a) employees of a local authority, or

(b) employees of the Crown in right of Alberta under the administration of the Minister,

to exercise that power or duty generally or with respect to any particular case on the conditions or in the circumstances the Director prescribes.

POLICY

Regional day care services staff are delegated powers and responsibilities by the Director of Social Care Facilities in order to administer the Act and the Day Care Regulation.

Licensing officers have the authority to recommend that a license be issued. Licensing Supervisors, Regional Day Care Coordinators or Regional Managers will approve or refuse to approve issuance of a license.

SCFL ACT SECTION 3 (cont'd)

(3) A written authorization made under sub-section (2)

(a) purporting to be signed by the Director, and

(b) stating that the person named therein is authorized under subsection (2) to perform the duties or exercise the powers set forth in the written authorization,

or a copy thereof, shall be admitted in evidence as prima facie proof of that person's authorization to perform those duties and exercise those powers without proof of the signature or official character of the person appearing to have signed the written authorization.

POLICY

Licensing officers wear a photo identification card which confirms their authority under the Act.

SECTION LICENSE REQUIREMENT	SUBJECT NUMBER OF PERSONS IN CARE	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 4

No person shall operate a social care facility providing accommodation or care for 4 or more persons unless he holds a subsisting licence issued by the Director under this Act.

INTENT

A license is required to operate a social care facility where 4 or more persons are accommodated, except where exclusions are made under the legislation.

COMMENT

Where a facility is not specifically named in the Act or the Regulation, and 4 or more persons are in care, a Social Care Facility License may still be required.

For example, while not governed under the Day Care Regulation and not specifically defined in the Act, Programs for School Aged Children require a license under the Social Care Facilities Licensing Act when they care for 4 or more children.

SECTION LICENSING PROCESS	SUBJECT LICENSE APPLICATION AND ISSUANCE	PAGE 1
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SCFL ACT SECTION 5

(1) An application for a licence shall

- (a) be made to the Director in such form as he may prescribe,*
- (b) state the maximum number of persons intended to be accommodated or cared for in the social care facility, and*
- (c) be accompanied by a licence fee in the amount prescribed by the regulations.*

POLICY

The license application must be completed in full and accompanied by the prescribed licensing fee.

Applications not accompanied by the licensing fee will be considered incomplete, and will be returned to the applicant.

Licensing fees for social care facilities, other than day care facilities, is one dollar.

COMMENT

License application forms are available from Regional Licensing Offices.

SCFL ACT SECTION 5 (cont'd)

(2) On considering an application for a licence the Director may

- (a) issue a licence,*
- (b) issue a conditional licence, or*
- (c) refuse to issue a licence.*

POLICY

Application

A license application must be received by the Regional Licensing Office before a license can be considered.

Issuance of License

A license will be issued when all the requirements for licensing have been met.

SECTION LICENSING PROCESS	SUBJECT LICENSE APPLICATION AND ISSUANCE	PAGE 2 DATE 01/09/93
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The requirements for licensing day care facilities are contained in sections 5 and 6 of the Day Care Regulation, 1990. The requirements for licensing other social care facilities include:

- provision of "proper care"
- premises are fit and suitable for the proposed service
- compliance with any other Act or regulation that applies to a social care facility.

Unconditional License

A license is issued when all requirements in the Social Care Facilities Licensing Act and the Day Care Regulation (for day care facilities) have been met.

Conditional License

A conditional license is issued at initial licensing only where there is a noncompliance for which compliance cannot reasonably be obtained at that time. Conditions are stated on the license.

A conditional license may be issued upon renewal only if there is a noncompliance to the Regulation for which compliance is expected to be immediate or within a short time.

Conditional licenses are usually short term.

Refusal to Issue a License

An application for a license may be refused when all licensing requirements are not met.

SCFL ACT SECTION 5 (cont'd)

(3) Unless otherwise specified, the term of a licence is one year from the date of its issue.

POLICY

The license term is normally one year. A license may be issued for more or less than one year at the discretion of the Regional Licensing Office. Conditional licenses will usually be issued for less than one year.

SECTION LICENSING PROCESS	SUBJECT FORM AND CONTENT OF LICENSE	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 5 (cont'd)

(4) A licence issued under this Act shall

(a) identify the social care facility that may be operated under the licence, and

(b) state

(i) the name of the person who may operate the social care facility

(ii) the maximum number of persons who may be accommodated or cared for in the social care facility,

(iii) the term of the licence, if the term is other than one year from the date of issue, and

(iv) in the case of a conditional licence, the conditions to which the conditional licence is subject.

POLICY

License Holder Responsibility

The license holder has ultimate responsibility for the operation of the facility and for ensuring compliance to the Social Care Facilities Licensing Act and the Day Care Regulation, 1990, and any other legislation applicable to the facility.

The license holder or a delegate with authority to make decisions on behalf of the license holder must be available at the facility, during hours of operation to ensure that licensing requirements are met at all times.

Effective Date

A license is effective on the date of issue. The facility is not authorized to operate until this date.

Backdating

A license cannot be backdated.

SECTION LICENSING PROCESS	SUBJECT FORM AND CONTENT OF LICENSE	PAGE 2
		DATE 01/09/93

Transfer of License

A license is not transferable, since it is issued to a specific license holder, facility and location. Where any of these aspects changes, a new license is required.

GUIDELINE

In situations where the license holder is not in the facility on a daily basis, it is recommended that the license holder visit the facility on a regular basis to ensure its effective, ongoing operation.

SECTION LICENSING PROCESS	SUBJECT POSTING, DEFACING OR REMOVAL OF LICENSE	PAGE 1 DATE 01/09/93
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SCFL ACT SECTION 5 (cont'd)

(5) The holder of a licence or conditional licence issued under subsection (2) shall post the licence or conditional licence in a prominent place in the social care facility to which it applies.

POLICY

Definition

"Prominent Place"

"A prominent place" means a public viewing place where parents, staff, and other persons entering the facility can easily see the license.

The current license must be posted in its entirety (if more than one page, all pages must be posted).

SCFL ACT SECTION 5 (cont'd)

(6) No person shall cover up, mutilate or deface a licence or conditional licence referred to in subsection (5) during the time it is posted.

(7) No person shall without the written permission of the Director remove a licence or conditional licence posted under subsection (5).

SECTION INSPECTION OF SOCIAL CARE FACILITIES	SUBJECT AUTHORITY FOR DUTIES	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 6

(1) Subject to subsection (1.1), for the purposes of ensuring compliance with this Act or the regulations or any order made under this Act or the regulations or with a conditional licence an officer may with the permission of the holder of the licence for, or the operator of, the social care facility concerned,

(a) at any reasonable hour enter a social care facility and inspect that social care facility;

(b) require the production of any books, records or other documents and may examine them, make copies of them or remove them temporarily for the purpose of making copies;

POLICY

Licensing Officers have the authority to enter a social care facility with the permission of the license holder (see reference under Social Care Facilities Licensing Act Section 6 (1.1) in this section specific to day care centres).

More than one licensing officer may enter the social care facility at any one time for the purposes listed above.

Investigation of Reports of
Noncompliance (Complaints)

Licensing officers are responsible for investigating reports of noncompliance (complaints) within the requirements of the Social Care Facilities Licensing Act and Day Care Regulation, 1990.

POLICY

Definition

"Any Reasonable Hour"

"Any reasonable hour" means the facility's normal hours of operation.

"Books, Records or Other
Documents"

"Books, records or other documents" includes such things as:

- children's records, all of section 28, NSL-02-28-01 to 05;
- descriptions of staff positions, responsibilities, qualifications and experience for each.

SECTION INSPECTION OF SOCIAL CARE FACILITIES	SUBJECT AUTHORITY FOR DUTIES	PAGE 2
		DATE 01/09/93

"Temporarily"

"Temporarily" means until the next operating day.

Books, records and documents if temporarily removed shall be returned to the facility license holder on the next operating day, or where possible prior to opening of the next operating day.

SCFL ACT SECTION 6 (cont'd)

(1)(c) inspect and take samples of any food, medication or equipment being used in a social care facility;

(d) perform tests, take photographs or make recordings, as the case may be, in respect of a social care facility.

POLICY

Taking and Testing of
Samples

The testing of any samples taken should be conducted by the appropriate authority, e.g., Environmental Health Services; Consumer and Corporate Affairs.

Where food or medication samples are being taken, local health authorities shall be requested to do this as they are trained in collection, packaging and labelling techniques.

SCFL ACT SECTION 6 (cont'd)

(1.1) For the purposes of carrying out his duties under subsection (1) in respect of a day care centre, an officer may enter a day care centre notwithstanding that permission to do so has not been granted

POLICY

One or more licensing officers have the authority to enter a day care centre even though the license holder has not given permission to do so.

SECTION INSPECTION OF SOCIAL CARE FACILITIES	SUBJECT AUTHORITY FOR DUTIES	PAGE 3
		DATE 01/09/93

SCFL ACT SECTION 6 (cont'd)

(2) When an officer removes any books, records or other documents under subsection (1)(b), he shall

(a) give to the person from whom those items were taken a receipt for those items, and

POLICY

Receipt for Documents or Samples

The receipt for documents or samples shall be written, dated and signed. The items taken shall be listed clearly and specifically.

SCFL ACT SECTION 6 (cont'd)

(2)(b) forthwith make copies of, take photographs of or otherwise record those items and forthwith return those items to the person to whom the receipt was given.

POLICY

Copying Records at the Facility

Where there is equipment for copying records in the facility and if the license holder wishes, rather than removing records, copies of the records may be made at the facility.

SCFL ACT SECTION 6 (cont'd)

(3) When an officer takes samples of any material, food, medication or equipment under subsection (1)(c), he shall

(a) give to the person from whom those items were taken a receipt for those items, and

(b) on that person's request, return those items to that person when those items have served the purposes for which they were taken.

POLICY

Notwithstanding section 6(3)(b), samples of material, medicine or equipment shall be returned where they have served their purpose without the license holder having to request that this be done. For health reasons, samples of food are not usually returned to the license holder.

SECTION INSPECTION OF SOCIAL CARE FACILITIES	SUBJECT COURT ORDERS	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 6 (cont'd)

(4) If permission is refused or cannot be reasonably obtained under subsection (1) or a person interferes with an officer performing his duties in respect of a day care centre, the officer may apply to the Court of Queen's Bench by way of originating notice for an order that the officer may, for the purpose of subsection (1) or (1.1), as the case may be,

(a) at any reasonable hour enter the social care facility and inspect that social care facility,

(b) require the production of any books, records or other documents and examine them, make copies of them or remove them temporarily for the purpose of making copies

(c) inspect and take samples of any material, food, medication or equipment being used in the social care facility, and

(d) perform tests, take photographs or make recordings, as the case may be, in respect of the social care facility,

and the Court may upon being satisfied that the order is necessary for the purpose of this section, make any order that it considers appropriate.

(5) An application under subsection (4) may be made ex parte, if the Court considers it proper to do so.

POLICY

"Permission to enter has been refused"

An application for a court order may be made where licensing officers are refused entry or permission cannot be obtained.

"Interference with an Officer Performing His Duties"

The following is considered interference with an officer performing his duties:

- threats or threatening gestures;
- abusive language;

SECTION INSPECTION OF SOCIAL CARE FACILITIES	SUBJECT COURT ORDERS	PAGE 2
		DATE 01/09/93

- impeding the mobility of an officer;
- physical contact of an aggressive nature; or
- cajoling or badgering which interferes with the officer's work.

**Definition
"Ex Parte"**

"Ex parte" means by one party in the absence of the other.

The license holder therefore need not necessarily be notified or present if the Court considers it proper.

SECTION ORDER AFTER INSPECTION NOTICE OF DEFICIENCY	SUBJECT ISSUING OF ORDER AFTER INSPECTION NOTICE OF DEFICIENCY	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 7

When an officer inspects a social care facility and is of the opinion that

(a) the provisions of this Act or the regulations or of an order or of a conditional licence are not being complied with, or

(b) the social care facility is not providing proper care,

he may in writing order the person operating that social care facility to take measures as specified in the order within the time limits specified in the order.

POLICY

Definition

"Proper Care"

"Not providing proper care" means care in such a manner as to put persons in care "at risk".

"At risk" means lack of adherence to established requirements so as to jeopardize the health, safety and/or well being of persons in care.

Acting Upon
Noncompliance(s)

Where there is noncompliance with the Social Care Facilities Licensing Act or the Day Care Regulation, 1990, licensing action may need to be taken to ensure compliance. These licensing actions are outlined below.

Notice of Deficiency

A Notice of Deficiency is a formal (follow-up) letter to the license holder.

This type of action would usually be used for Act or Regulation noncompliance issues that have been previously documented by the Licensing Officer on the Monitoring and Licensing Visit Summary and continue to be in noncompliance. A copy of the Monitoring and Licensing Visit Summary is left with the license holder.

In addition, the facility license holder may have been requested by the Licensing Officer verbally on other occasions to rectify the noncompliances.

SECTION ORDER AFTER INSPECTION NOTICE OF DEFICIENCY	SUBJECT ISSUING OF ORDER AFTER INSPECTION NOTICE OF DEFICIENCY	PAGE 2 DATE 01/09/93
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Order After Inspection
(section 7)

Where the deficiencies remain uncorrected, or persons in care are "at risk" an Order After Inspection will be issued under section 7 of the Social Care Facilities Licensing Act.

Section 7 of the Social Care Facilities Licensing Act allows a Licensing Officer to prepare a formal Order After Inspection requiring a license holder to correct any observed or documented deficiencies within a specified period. The measures required to correct the deficiency shall be clearly stated in the Order. An Order After Inspection may be prepared following noncompliance with a Notice of Deficiency.

Where it has been determined that proper care is not being provided to persons in care and the persons in care are "at risk", e.g., improper supervision, unsafe equipment/furnishings, improper primary staff member to children ratios, the Licensing Officer may issue an Order After Inspection without previously having issued a Notice of Deficiency.

Where the deficiency relates to health, fire, or safety issues, the matter shall be discussed with the local health authority or other collateral inspection authorities (Building, Fire, Health) prior to any licensing action.

Failure to Comply

Failure to comply with an Order under section 7 of the Act may lead to:

- the issuance of a Notice of Suspension or Cancellation under section 8 of the Social Care Facilities Licensing Act;
- a Stop Order under section 10 of the Act; or
- a fine under section 14 of the Act.

SECTION LICENSE SUSPENSION OR CANCELLATION	SUBJECT ISSUING OF LICENSE SUSPENSION OR CANCELLATION	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 8

(1) When the Director is of the opinion that

(a) a licence holder is not providing proper care to a person accommodated or cared for in his social care facility,

(b) the premises described in the licence have become unfit or unsuitable for the purpose authorized by the licence,

POLICY

Definition

"Premises Unfit or Unsuitable"

"Premises have become unfit or unsuitable" includes noncompliance with Building, Health or Fire regulations or standards.

COMMENT

See definition of "not providing proper care" under section 7(b), NSL-01-07-01.

SECTION LICENSE SUSPENSION OR CANCELLATION	SUBJECT ISSUING OF LICENSE SUSPENSION OR CANCELLATION	PAGE 2
		DATE 01/09/93

SCFL ACT SECTION 8 (cont'd)

(c) the number of persons accommodated or cared for in the social care facility exceeds the number specified in its licence, or

(d) a licence holder has not complied with the provisions of

- (i) this Act or the regulations,*
- (ii) a conditional licence,*
- (iii) an order made under section 7, or*
- (iv) any other Act or regulation that applies to a social care facility,*

the Director may, on 30 days' notice in writing to the licence holder, cancel or suspend the licence.

POLICY

License Suspension

A license suspension is a short term measure to be used when:

- other measures have failed (e.g., Notice of Deficiency, Order After Inspection, or where license conditions have not been satisfactorily met);
- deficiencies can be corrected within the specified time period; and
- the facility cannot continue to operate without immediate "risk" to the persons in care.

License Cancellation

A license cancellation is a long term measure to be used where:

- other measures have failed (e.g., Order After Inspection, Notice of Deficiency, where license conditions have not been satisfactorily met);
- the deficiencies cannot be corrected within a short time period (e.g., 3 months); and

SECTION LICENSE SUSPENSION OR CANCELLATION	SUBJECT ISSUING OF LICENSE SUSPENSION OR CANCELLATION	PAGE 3 DATE 01/09/93
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- where the facility cannot continue to operate without immediate "risk" to the persons in care.

License cancellation would not be considered where the conditions are of an imminent or emergent nature. In this case, a Ministerial Stop Order would be more appropriate, section 10, NSL-01-09-01.

Reapplication for License

In situations where a license holder reapplies after cancellation of a license, the Regional Licensing Office will give thorough consideration to the application. However, where it appears from the facts of the previous operation that the applicant is unable to provide proper care or otherwise conform to the Act or Regulation, the application may be refused.

SCFL ACT SECTION 8 (cont'd)

8(2) On receiving a notice under subsection (1), the licence holder shall forthwith provide to the Director a list of

(a) the names and addresses of persons being accommodated or cared for in the social care facility, and

(b) the names and addresses of the relatives, guardians or committees of the persons being accommodated or cared for in the social care facility, if those names and addresses are kept on record by the licence holder.

POLICY

Up-to-Date Lists

With regard to the lists noted under sections 8(2)(a) and (b), the lists provided shall be up-to-date, and shall include telephone numbers.

SECTION LICENSE SUSPENSION OR CANCELLATION	SUBJECT ISSUING OF LICENSE SUSPENSION OR CANCELLATION	PAGE 4 DATE 01/09/93
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SCFL ACT SECTION 8 (cont'd)

(3) When a notice has been given under subsection (1), the Director shall

(a) post a notice of the cancellation or suspension in the social care facility, and

POLICY

Posting of Notice

The notice of cancellation or suspension shall be posted in a prominent place as chosen by the Licensing Officer or Supervisor.

Definition

"Prominent Place"

"Prominent place" means a public viewing place where parents, staff and other persons entering the facility can easily see the Notice of Suspension or Cancellation.

SCFL ACT SECTION 8 (cont'd)

(3)(b) on receiving the list referred to in subsection (2), notify those persons on the list by registered mail of the cancellation or suspension of the licence.

(4) No person shall cover up, mutilate or deface a notice referred to in subsection (3)(a) during the time the notice is posted.

(5) No person shall without the written permission of the Director remove a notice posted under subsection (3)(a).

SECTION APPEAL PROCESS	SUBJECT APPEAL NOTICE AND APPOINTMENT OF BOARD	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 9

(1) A person

(a) who has been refused a licence under section 5(2) or

(b) whose licence has been cancelled or suspended under section 8,

may appeal the refusal, cancellation or suspension by serving the Minister with a notice of appeal within 30 days of being notified in writing of the refusal, cancellation or suspension.

(2) The Minister shall, within 30 days of being served with the notice of appeal, appoint an appeal board to hear the appeal.

(3) The Minister may set the time within which the appeal board is to hear an appeal and render a decision and he may extend that time.

(4) An appeal board that hears an appeal under this section may by order either

(a) confirm the refusal, cancellation or suspension,

(b) direct that a licence or renewal of a licence be issued,

(c) reinstate the cancelled licence, or

(d) remove or vary the suspension.

(5) An appeal board appointed under this section shall consist of 3 members, none of whom shall be employees of the Government or of a local authority.

(6) The Minister shall designate one of the members of the appeal board as chairman.

SECTION APPEAL PROCESS	SUBJECT APPEAL NOTICE AND APPOINTMENT OF BOARD	PAGE 2 DATE 01/09/93
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SCFL ACT SECTION 9 (cont'd)

(7) The Minister may pay those fees and reasonable living and travelling expenses that he considers proper to the members of an appeal board.

(8) The Director or the person whose appeal is heard by an appeal board may appeal the decision of the appeal board by filing an originating notice with the Court of Queen's Bench within 30 days of being served with the order made under subsection (4) and the Court may make any order that an appeal board may make under subsection (4).

SECTION MINISTERIAL ACTION FOR NONCOMPLIANCE	SUBJECT STOP ORDER	PAGE 1 DATE 01/09/93
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SCFL ACT SECTION 10

(1) If the Minister is satisfied that any person has contravened or is contravening this Act or a regulation or order under this Act, the Minister may issue an order (in this section called a "stop order") to that person in accordance with subsection (2).

(2) In a stop order the Minister may require that the person to whom it is directed do one or more of the following:

- (a) cease the contravention specified in the order;*
- (b) stop any activity occurring at a social care facility;*
- (c) stop the operation of a social care facility;*

either permanently or for a specified period, and the stop order shall contain the reasons for making it.

POLICY

Stop Order

A Stop Order is issued in circumstances where:

- proper care is not being provided in a licensed facility and there is imminent and emergent risk to the health, safety and well being of persons in care; or
- an unlicensed facility is operating illegally.

SCFL ACT SECTION 10 (cont'd)

(3) Not more than 48 hours after making a stop order, the Minister shall cause a copy of it to be served on the person to whom it is directed, and on receipt of the copy, the person to whom the stop order is directed shall comply with the order forthwith.

(4) A person to whom a stop order is directed shall inform the Director, in writing, of the name and address

SECTION MINISTERIAL ACTION FOR NONCOMPLIANCE	SUBJECT STOP ORDER	PAGE 2 DATE 01/09/93
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SCFL ACT SECTION 10 (cont'd)

(a) of each person receiving care in the social care facility, and

(b) if applicable, of the guardian of any person receiving care in the social care facility.

(5) A person to whom a stop order is directed who fails to comply with the order forthwith on service of a copy of it on him or subsequently, is guilty of an offence and liable to a fine of not more than \$200 for each day that the offence continues.

(6) If the person to whom a stop order is directed fails to comply with the order forthwith on service of a copy of it on him or subsequently, the Minister may apply to the Court of Queen's Bench by way of originating notice for an order of the Court directing

(a) that person to comply with the stop order, and

(b) any peace officer to assist an officer of the Minister's Department and other persons referred to in subsection (7)(b) in enforcing their powers and duties under subsection (7)(b).

(7) If the person to whom a stop order is directed fails to comply with the stop order forthwith on service of a copy of the order of the Court of Queen's Bench under subsection (6) on him or subsequently,

(a) the failure to comply with the stop order may be dealt with by the Court as in the case of a civil contempt of the Court,

(b) an officer of the Minister's Department authorized by the Minister for the purpose and any other persons assisting that officer may, without further leave of the Court and without incurring liability therefore, enter the social care facility and do any acts that are necessary to carry out the stop order, and

SECTION MINISTERIAL ACTION FOR NONCOMPLIANCE	SUBJECT STOP ORDER	PAGE 3
		DATE 01/09/93

SCFL ACT SECTION 10 (cont'd)

(c) the Minister may recover by action any expenses incurred by the Government in carrying out the stop order under clause (b)

from the person to whom the stop order was directed.

(8) A person to whom the stop order is directed may appeal to the Court of Queen's Bench,

(a) by filing a notice of appeal with the clerk of the Court, and

(b) by serving a copy of the notice of appeal on the Minister,

both within 15 days from the date on which the stop order was served on that person.

(9) A judge of the Court of Queen's Bench may extend the time for filing or service under subsection (8).

(10) On an appeal under subsection (8), the Court of Queen's Bench shall

(a) inquire into all matters leading to the making of the stop order,

(b) determine whether, in its opinion, there were sufficient grounds for the making of the stop order, and

(c) confirm, amend or revoke the stop order.

(11) This section applies whether or not the contravention of the Act, regulation or order concerned constitutes an offence and whether or not a conviction has been adjudged for the offence.

SECTION REGULATION AMENDMENTS	SUBJECT ORDERS IN COUNCIL	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 11

The Lieutenant Governor in Council may make regulations

- (a) classifying social care facilities;*
- (b) governing the licensing of social care facilities;*
- (c) governing the operation of social care facilities;*
- (d) governing the admission of persons to social care facilities;*
- (e) governing the standards of care to be provided in social care facilities;*
- (f) respecting the employment of persons in social care facilities;*
- (g) prescribing qualifications to be met by persons employed in social care facilities.*
- (h) governing the standard of accommodation to be provided and maintained in a social care facility;*
- (h.1) defining day care facility for the purposes of this Act;*
- (i) permitting a person to operate a social care facility without obtaining a licence under this Act;*
- (j) prescribing licence fees;*
- (k) prescribing the books, records and other documents that a licence holder must maintain.*

COMMENT

In order to deal with new or changing circumstances, regulations and amendments to regulations may be made by an Order in Council under the authority of the Lieutenant Governor. An "Order in Council" is a decision of the Cabinet of the Government of the Province of Alberta. The signature of the Lieutenant Governor makes the decision a law.

SECTION SERVICE OF NOTICES OR ORDERS	SUBJECT METHOD OF SERVICE REQUIRED	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 12

When an order is made under section 7 or 9 or under the regulations, or a notice is given under section 8(1), that order or notice, as the case may be, shall be served

(a) by personal service on the person to whom it is made,

(b) by double registered mail if the post office receipt for the envelope containing the order is signed by the person to whom the order is made, or

(c) as directed by a judge of the Court of Queen's Bench.

SECTION AWARDING OF COURT COSTS FOR APPEALS	SUBJECT AUTHORITY OF THE COURT	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 13

When an application is made to a court under section 6(4) or an appeal is made under section 9(8) the Court may make any award as to costs it considers proper.

COMMENT

Court costs for obtaining a Court Order to enter a social care facility or when an appeal is made to the Court of Queen's Bench, are awarded at the discretion of the Court.

SECTION AUTHORITY FOR CONVICTION	SUBJECT FINES TO BE LEVIED	PAGE 1
		DATE 01/09/93

SCFL ACT SECTION 14

A person who contravenes this Act or the regulations or fails to comply with an order made under this Act or the regulations is guilty of an offence and liable to a fine of not more than \$500 and in the case of a continuing offence, to a further fine of not more than \$100 for each day during which the offence continues after the first day or part thereof.

POLICY

When the Act, Regulation or an Order are contravened, action can be initiated with the Attorney General's department to seek a conviction through the Provincial Court, under this section. Upon conviction, the court may impose a fine.

Prosecution

Prosecution under Section 14, of the Social Care Facilities Licensing Act may be considered on the following basis:

- noncompliance to Order(s) After Inspection, license suspension or cancellation;
- noncompliance with the Department's formal request to obtain a license or to stop operating illegally; or
- noncompliance with an Order(s) or Directive(s) from collateral inspection authorities.

DAY CARE REGULATION, 1990

SECTION DEFINITIONS	SUBJECT ACT CHILD	PAGE 1
		DATE 01/09/93

INTRODUCTION

The following section contains the Day Care Regulation in its entirety. The Regulation specifies the standards that must be met in day care facilities including nursery schools. Not all sections of the Regulation apply to nursery schools. Those sections that do *not* apply to nursery schools are indicated as such and contain no policy.

D.C. REG. SECTION 1

In this Regulation,

(a) *"Act" means the Social Care Facilities Licensing Act;*

(b) *"child" means a child who is under 7 years of age and who, except in the case of an individual attending an early childhood services program within the meaning of the School Act, is not a student within the meaning of the School Act;*

POLICY

Definition

"Under 7 Years of Age"

"Under 7 years of age" means the child has not yet attained his 7th birthday.

"Student" - School Act

A student is an individual who is enrolled in a school or who is required to attend school; that is, on September 1 in a year, the child is 6 years of age or older but younger than 16 years of age.

SECTION DEFINITIONS	SUBJECT DAY CARE CENTRE DROP-IN CENTRE FAMILY DAY HOME	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 1 (con't)

(b.1) "day care centre" means a facility that

(i) provides care, development and supervision for 7 or more children for more than 3 but less than 24 consecutive hours in each day that the facility is operating, and

(ii) is intended to be operated for at least 12 consecutive weeks per year;

(c) "drop-in centre" means a facility that

(i) provides care and supervision for 7 or more children

(A) for more than 3 but less than 24 consecutive hours in each day that the facility is operating, and

(B) for not more than 40 hours in any month for any child,

and

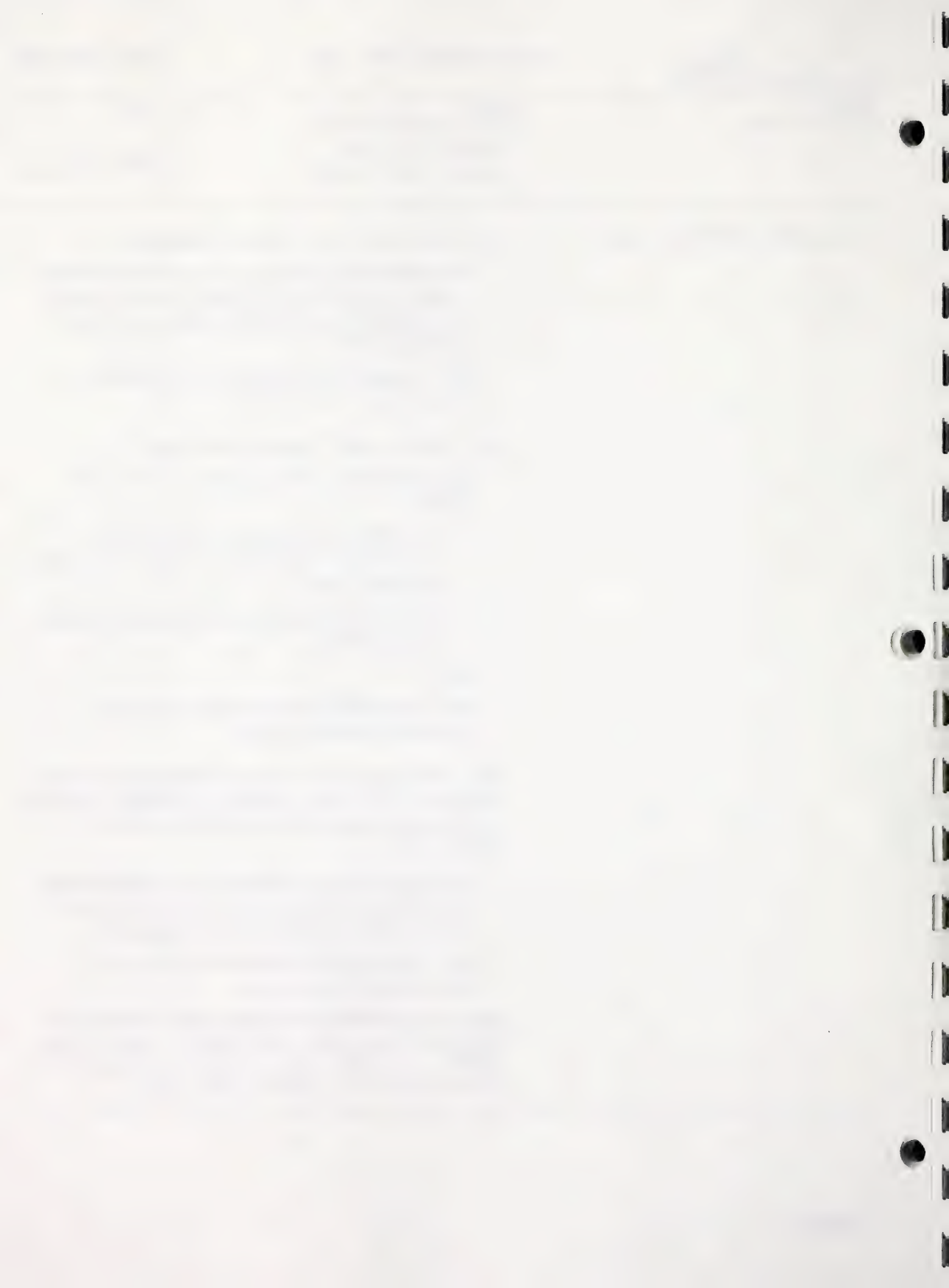
(ii) is intended to be operated for at least 12 consecutive weeks per year;

(d) "family day home" means a facility in the private residence of the person operating the facility, other than a facility operating under an agreement with the Minister, that

(i) provides care, development and supervision for more than 3 but less than 24 consecutive hours in each day that the facility is operating, and

(ii) is intended to be operated for at least 12 consecutive weeks per year,

for 4, 5 or 6 children, including, where applicable, the children of that person, where not more than 3 of the children are under 3 years of age and of those children not more than 2 are under 2 years of age;



SECTION DEFINITIONS	SUBJECT LICENSE	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 1 (con't)

(e) "licence" means a licence, including a conditional licence, under the Act in respect of a day care facility;

POLICY

Conditional License

A conditional license is usually issued for a short time period. It is issued in situations where specific requirements must be met before a license can be issued.

Relocation of Nursery School

A new license is required when a nursery school relocates as licenses are location specific.

GUIDELINE

License Status

Wherever possible, the license holder should apply to the Regional Licensing Office for a new license a minimum of three months before the nursery school is relocated. This will assist in the licensing process, and help to avoid interruption of the nursery school program.

COMMENT

Requirements for a new license are outlined in section 5, NSL-02-05-01 to 05.

POLICY

Sales

For information on sales of nursery schools, please contact the Regional Licensing Office.

License Terms

The terms specified on the license shall be adhered to. For example, where a license is issued for 3-4 year olds, children aged 2½ years cannot be enrolled, as the nursery school is not licensed for children under the age of 3.

The licensed capacity shall also be adhered to at all times. For example, if a nursery school is licensed for 20 children, a maximum of 20 children may be enrolled and attend at one time. The exception to this is for special events and parties, when parents and siblings also attend (e.g., Christmas, Valentine's Day, Easter).

SECTION DEFINITIONS	SUBJECT LICENSE	PAGE 2
		DATE 01/09/93

COMMENT

For more information on "license" please refer to section 5(4), of the Social Care Facilities Licensing Act, NSL-01-05-02.

SECTION DEFINITIONS	SUBJECT LICENSED CAPACITY	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 1 (con't)

(f) "licensed capacity" means, in relation to a day care facility, the maximum number of children that the licence permits to be accommodated or cared for in the facility;

POLICY

Determining Licensed Capacity

In determining licensed capacity the following factors are taken into consideration:

- net floor area;
- amount of equipment and furnishings; and
- any restrictions by another inspection authority (i.e., Fire, Health).

The lowest capacity set by any of the above shall be binding as the licensed capacity.

Onsite measurements of net floor area are made by the regional licensing officer prior to determining the licensed capacity.

Example

In a nursery school where the measurement of net floor area would allow for 23 spaces, and the Health approval is for 20 spaces, the capacity shall be set at 20.

SECTION DEFINITIONS	SUBJECT NURSERY SCHOOL	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 1 (con't)

(g) "nursery school" means a facility that

(i) provides care, development and supervision for 7 or more children for periods of 3 consecutive hours or less in any day, and

(ii) is intended to be operated for at least 12 consecutive weeks per year;

POLICY

Licensing of Kindergarten Programs

Kindergarten programs which are not Early Childhood Services programs under the School Act are licensed as nursery schools.

COMMENT

Age of Children in Attendance

Under the Alberta Building Code, nursery school programs are usually approved for an A2 occupancy. This type of approval means that children under the age of 3 cannot attend the nursery school program. Whenever nursery schools consider enrolling children under 3 years of age, the license holder should contact the Municipal Building Inspector. In these cases, a different set of building standards may apply.

Building approval by Municipal authorities is one of the requirements for licensing. For more information on approvals see NSL-02-05-03.

POLICY

Nursery school programs which are intended to operate for the school term, and are temporarily closed for Christmas and Easter vacation are required to be licensed.

SECTION DEFINITIONS	SUBJECT PARENT PRIMARY STAFF MEMBER	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 1 (con't)

(h) "parent" means, in relation to a child, the parent, guardian or other person who enrolled the child in the day care facility program;

(i) "primary staff member" means, subject to sections 35(5) and 38(2), a person on the staff of a day care facility whose duty is child care and who is actively engaged in the supervision, safety, well-being and development of the children;

POLICY

Definition

"Person on the staff of a day care facility"

"A person on the staff of a day care facility" means a person employed for remuneration or as a volunteer.

Volunteers

Volunteers, or parent volunteers are considered to be primary staff members in nursery schools.

Under 16

Primary staff members under the age of 16 may not be included for the purposes of primary staff:child ratios. For more information on primary staff:child ratios please refer to NSL-02-36-01.

SECTION DEFINITIONS	SUBJECT PROGRAM DIRECTOR QUALIFICATION CERTIFICATE	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 1 (con't)

(j) "program director" means a person on the staff of a day care centre whose duty is to provide on-site supervision of the daily operation of the day care centre;

(k) "qualification certificate" means a qualification certificate issued under section 30.

SECTION DEFINITION OF DAY CARE FACILITY	SUBJECT DAY CARE FACILITY	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 2

For the purposes of the Act, "day care facility" means, in addition to a day care centre, a family day home, a nursery school or a drop-in centre.

INTENT

The intent of this section is to outline facilities included within the category of day care facility.

POLICY

Day Care Centres

Day care centres provide care, developmental activities and supervision for preschool aged children who require care outside the home for regular and extended periods of time.

Family Day Homes

Family day homes provide care, developmental activities and supervision for preschool aged children who require care outside the home in a family-like setting for regular and extended periods of time.

Nursery Schools

Nursery schools provide play-based opportunities for socialization, usually for 3 and 4 year olds.

Drop-In Centres

Drop-in centres provide care for preschool aged children on a part-time or casual basis.

SECTION APPLICATION	SUBJECT APPLICATION OF REGULATION	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 3

A licence holder who holds more than one licence shall comply with applicable provisions of Parts 2 and 3 with respect to each day care facility licensed in the holder's name.

INTENT

The intent of this section is to ensure that whenever a license holder has more than one license, the requirements for each license are met.

SECTION ELIGIBILITY FOR A LICENSE	SUBJECT ALBERTA RESIDENTS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 4

(1) Subject to subsection (2), a license may be obtained or held only by

(a) an individual who is an adult Alberta resident;

(b) a partnership in which all of the partners are Alberta residents;

POLICY

Definition

"Adult"

"Adult" means a person who is 18 years of age or over.

"Alberta Resident"

"Alberta resident" means a person who resides in Alberta. A person's residence is the place where that person ordinarily lives and sleeps and to which, when absent from the residence, that person intends to return. When a person leaves Alberta with the intention of residing outside Alberta, that person's residence in Alberta ceases.

D.C. REG. SECTION 4 (con't)

(c) a body corporate controlled by individuals who are Alberta residents.

POLICY

Definition

"Controlled"

"Controlled" means that residents of Alberta, through voting rights have the power to elect a majority of the Directors of the body corporate.

Articles of Incorporation

License application and renewal forms shall identify all partners. Articles of incorporation shall be provided upon request.

Evidence of continued incorporation through the Corporate Registry with the Companies Branch may be requested at renewal time.

SECTION ELIGIBILITY FOR A LICENSE	SUBJECT ALBERTA RESIDENTS	PAGE 2
		DATE 01/09/93

Verifying Continued
Eligibility

Licensing Officers may request documentation to verify that the license holder continues to satisfy eligibility requirements.

This section does not apply to nursery schools.

D.C. REG. SECTION 4 (con't)

(2) In the case of a family day home, a license may be obtained or held only by an individual who is an adult Alberta resident.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT SERVICE PLAN	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 5

(1) An application for an initial license must be in writing and include, in addition to the particulars and fee required by section 5(1) of the Act,

(a) a service plan that demonstrates to the satisfaction of the Director the applicant's ability to provide a safe and effective child care program and includes a description of

(i) the proposed child care program, including the child care philosophy on which the program will be based,

(ii) the delivery of the child care program,

(iii) the nature and scope of parental involvement in the child care program,

(iv) staff positions, responsibilities and qualification requirements,

(v) administrative policies and procedures, and

(vi) utilization of the indoor space and the outdoor play space of the day care facility, including furnishings and equipment,

INTENT

The intent of this section is to ensure all the required information and the required fee accompanies the application form before a license is considered.

The information is used in part to assess the applicant's ability to:

- meet the requirements for a license;
- provide written documentation of the proposed nursery school program;

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT SERVICE PLAN	PAGE 2
		DATE 01/09/93

- provide a program that will meet the needs of the children attending the nursery school program.

COMMENT

For information about applying for a license, see Appendix, NSL-99-01-01.

POLICY

Service Plan Requirement

As part of the licensing process, applicants are required to submit a written Service Plan to the Regional Licensing Office for approval.

The Service Plan describes how the service will operate and how the applicant will plan daily activities to meet the developmental needs of children. It also indicates how the applicant will ensure a healthy and safe physical environment for children and staff.

Service Plans are required for all new nursery school programs.

Components of the Service Plan may also be required when a change in the licensed capacity of the nursery school is requested, when a nursery school re-locates, or when the license holder for the nursery school changes.

Evaluation and Approval of Service Plans

Service Plans are evaluated subject to section 5 of the Regulation and in accordance with policy, procedures and guidelines contained in this manual. The Service Plan must be approved by the Regional Licensing Office before a license is issued.

POLICY

Safe and Effective Child Care Program

The Service Plan shall be developed using the format indicated in the Appendix, NSL-99-01-02. Additional copies of this format can be photocopied. The following information is required in the Service Plan.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT SERVICE PLAN	PAGE 3
		DATE 01/09/93

POLICY

Nursery School Program

The description of the nursery school program shall include:

- the child care philosophy of the program
- a written child management (discipline) policy, specifying:
 - how the primary staff member (teacher) will communicate expectations, guide children's behaviour, set limits and apply consequences;
 - procedures for informing parents of policy; and
 - implementation of policy including orientation of the teacher and parent volunteers.

Delivery of Nursery School Program

The description of the delivery of the nursery school program shall include:

- routine of the daily program;
- snack menu (including who will provide snacks (i.e., parents, license holder) and how they will be served);
- provision for food allergies and special diets; and
- emergency evacuation procedures.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT SERVICE PLAN	PAGE 4 DATE 01/09/93
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Parental Involvement

The nature and scope of parental involvement shall be described including:

- opportunities for parent involvement to ensure maximum benefit to child and family, e.g., volunteer in nursery school, on board of directors, or member of advisory committee.

Staffing

The following staffing information shall be included:

- job descriptions of teacher (aide and parent-volunteer if applicable) including:
 - duties and responsibilities
 - first aid training.

Administrative Policies and Procedures

Administrative policies and procedures shall include:

- roles and responsibilities of board of directors, advisory board or license holder
- operating policies and procedures regarding such matters as:
 - days and hours of operation, holiday closures, ages of children accepted
- evidence of liability insurance coverage

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT SERVICE PLAN	PAGE 5
		DATE 01/09/93

Facility

A description of the facility shall include:

- indoor floor plan showing:
 - room dimensions
 - windows, exits
 - storage for children's belongings
 - food preparation area (if applicable)
 - washrooms
- list of toys, equipment and materials. Refer to NSL-02-12-02 to 10 for recommended equipment and furnishings.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT EVIDENCE OF LIABILITY INSURANCE	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 5 (con't)

*(1)(b) Evidence of general liability insurance coverage
for the staff and children,*

POLICY

Evidence

Acceptable "evidence" of general liability insurance is written verification of liability insurance coverage from the insuring company which includes:

- insurance company name;
- type and amount of coverage;
- effective dates of coverage; and
- insurance policy number.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT APPROVALS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 5 (con't)

(1)(c) evidence of municipal zoning approval,

(d) a satisfactory health inspection report from the local board of the health unit in which the day care facility is to be located,

(e) except in the case of a family day home, evidence of building approval under the Uniform Building Standards Act,

POLICY

Written approval reports verifying compliance with municipal zoning, health and building standards are required before a license can be issued.

COMMENT

The Municipal Planning Office can provide information regarding the requirements and procedures to be followed.

POLICY

Nursery Schools on
Federal Crown Lands,
Indian Reserves,
Armed Forces Bases

Nursery schools on Federal Crown lands (e.g., Indian Reserves, Armed Forces Bases) are not required to be licensed as they are not subject to provincial legislation.

Facilities In
Metis Settlements

Nursery schools in Metis Settlements are required to be licensed. Metis settlements have a status similar to municipalities. Therefore, the Social Care Facilities Licensing Act and Day Care Regulation have full force on Metis lands.

SECTION CONTENTS OF INITIAL APPLICATION	SUBJECT QUALIFICATION CERTIFICATE FAMILY DAY HOME EMERGENCY PLAN, LICENSE FEE	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 5 (con't)

- (1) (f) *in the case of a day care centre, the name and qualification certificate number of the program director and each primary staff member, and*
- (g) *in the case of a family day home, a plan that is satisfactory to the Director and provides for*
- (i) *emergency evacuation and fire procedures*
 - (ii) *arrangements for alternative emergency accommodation, and*
 - (iii) *arrangements for transportation to alternative emergency accommodation.*

D.C. REG. SECTION 5 (con't)

- (2) *The fee for a licence on an application under subsection (1) is*

- (a) *\$35 in the case of a day care centre, nursery school or drop-in centre, and*
- (b) *\$20 in the case of a family day home.*

POLICY

License Fee

The license fee must accompany the initial application. Applications for a license not accompanied by the fee will be considered incomplete and will be returned to the applicant.

The license fee is payable to the Provincial Treasurer by cheque or money order. Cash will not be accepted.

SECTION RENEWAL APPLICATION	SUBJECT CONTENTS	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 6

(1) An application for renewal of a license must be in writing and include, in addition to the particulars and fee required by section 5(1) of the Act, notification of any change in any of the information previously provided under section 5 or under this section.

INTENT

The intent of this section is to ensure all required information or changes in information are submitted prior to a license being renewed.

POLICY

License holders are required to specifically identify any changes which have occurred since the last license application. This includes changes in the following information:

- Board of Directors, teacher or license holder contact person;
- nursery school program (including philosophy);
- delivery of the nursery school program;
- nature and scope of parental involvement;
- administrative policies and procedures; and
- utilization of indoor space including furnishings and equipment.

**Written Report
Fire and Health**

There is no longer a requirement for a written Fire and Health inspection report on an annual basis, prior to renewal of a license. However, it is the responsibility of the license holder to ensure continued compliance to all requirements in the Public Health Act, (Institutions Regulation 143/81 and Communicable Diseases Regulation, 238/85) and the Fire Prevention Act, 1982. Licensing officers will continue to refer Fire or Health concerns to the appropriate authorities. The frequency of Fire and Health inspections will be

SECTION RENEWAL APPLICATION	SUBJECT CONTENTS	PAGE 2
		DATE 01/09/93

determined in each municipality by local Fire and Health authorities.

Failure to comply with any of the requirements of these statutes may jeopardize the license.

SECTION RENEWAL APPLICATION	SUBJECT FEE	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 6 (con't)

(2) The fee for a license on an application under subsection (1) is

(a) \$25 in the case of a day care centre, nursery school or drop-in centre, and

(b) \$10 in the case of a family day home.

INTENT

The intent of this section is to specify the licensing fee which must accompany the renewal application.

POLICY

Applications for license renewal not accompanied by the fee will be considered incomplete and will be returned to the applicant.

The renewal fee of \$25.00 is payable to the Provincial Treasurer by cheque or money order. Cash will not be accepted.

**Fee for More Than One
License Renewal Per Year**

Payment of the renewal fee is required with each application. When a license for a term less than one year is issued, a license holder will be required to submit a fee for each subsequent license application.

SECTION MULTIPLE LICENSES PER FACILITY	SUBJECT MULTIPLE LICENSES PER FACILITY	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 7

The Director shall not issue a licence if the existence of that licence and of any other licence would have the effect of permitting the operation of 2 or more day care facilities occupying the same premises.

INTENT

The intent of this section is to ensure that two separate licenses are not issued which would allow two day care facilities to operate simultaneously in one physical space.

POLICY

Nursery school play space is considered to be for the exclusive use of the nursery school during hours of operation.

Where program operating hours do not overlap, 2 licenses may be considered, for example when 2 nursery schools or a nursery school and an out-of-school care share the same play space but operate during different hours.

The following example outlines a situation where the same facility may obtain two licenses for two different programs:

Example

A nursery school operating daily 9:00 a.m. to 11:00 a.m. and a different nursery school operating 1:00 to 3:00 p.m.

SECTION LICENSED CAPACITY PER FACILITY	SUBJECT LIMIT AND EXEMPTIONS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 8

(1) Subject to subsection (2), the Director shall not issue a license permitting a licensed capacity of more than 80.

INTENT

The intent of this section is to limit the number of children present at any one time in a nursery school.

D.C. REG. SECTION 8 (con't)

(2) Where a license in force on November 30, 1990, permitted the operation of a day care facility with a licensed capacity of more than 80, the Director may renew that license and make further renewals of licenses in respect of that day care facility notwithstanding that the licensed capacity exceeds 80.

INTENT

The intent of this section is to allow nursery schools previously licensed for more than 80 child care spaces to continue to be licensed for that number.

POLICY

Sale of Day Care Facility

Whenever a nursery school is sold and the previous licensed capacity exceeded 80 child care spaces, the new license holder may be issued a license for the licensed capacity held by the former license holder.

**Relocation of
Day Care Facility**

Whenever a license holder relocates the nursery school to a new site, the newly licensed nursery school will be limited to 80 child care spaces, even though measurement of net floor area may allow for a capacity greater than 80.

**Voluntary Reduction of
Spaces**

A nursery school licensed for a capacity greater than 80 that voluntarily reduces the number of licensed child care spaces, but still exceeds the 80 capacity, will not be permitted an increase.

SECTION AGGREGATE LICENSED CAPACITY PER LICENSE HOLDER	SUBJECT LIMIT PER LICENSE HOLDER	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 9

(1) A license holder shall not permit the aggregate of the licensed capacities of day care facilities

(a) licensed in his name, and

(b) licensed in the name of a partnership or corporation of which he is a partner, director or officer,

to exceed 500.

INTENT

The intent of this section is to limit the maximum number of licensed day care facility spaces held by any one license holder, partnership, or corporation.

POLICY

The total number of nursery school, day care centre, drop-in centre, and family day home child care spaces held by a single license holder shall not exceed 500.

SECTION AGGREGATE LICENSED CAPACITY PER LICENSE HOLDER	SUBJECT EXEMPTIONS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 9 (con't)

(2) Subsection (1) does not apply where the aggregate referred to in subsection (1) exceeded 500 on November 30, 1990, but the license holder shall not permit any increase in

(a) that aggregate, or

(b) any subsequent aggregate that exceeds 500 but is less than the aggregate in place on November 30, 1990.

INTENT

The intent of this section is to allow license holders who exceeded the aggregate to continue to do so, subject to some restrictions.

POLICY

A license holder who has exceeded the 500 day care facility space limit on November 30, 1990, will not be permitted any increase in child care spaces. In addition, a license holder who had exceeded the 500 space limit on November 30, 1990, and reduces the limit but continues to be over 500, will not be permitted to increase beyond that lower limit.

Example

A license holder, on November 30, 1990, who held 560 day care facility spaces and reduced the number of spaces to 530, will not be permitted to expand beyond 530 spaces.

SECTION ACCOMMODATION	SUBJECT ACCESSIBILITY	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 10

A license holder shall ensure that,

(a) in the case of any day care facility,

(i) no room or space used for child care purposes is located more than one storey below the ground.

INTENT

The intent of this section is to ensure easy access to and safe evacuation of children at all times.

GUIDELINE

Location of Child Care Areas

To ensure easy access to, and evacuation of child care areas, it is important that the location of the facility and certain child care areas (e.g., infant area) be carefully chosen.

Local Building and Fire authorities can provide information on additional restrictions on the location of child care areas.

SECTION ACCOMMODATION	SUBJECT KITCHEN SUPERVISION	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 10 (con't)

(a)(ii) children are permitted in the kitchen area only while under the supervision of staff, and

INTENT

The intent of this section is to ensure children do not play in potentially hazardous areas.

POLICY

Kitchen areas cannot be used as general play areas.

When children are in the kitchen they must be under the direct supervision of a primary staff member at all times. This is particularly critical where children under 3 years of age are included in kitchen activities (e.g., baking).

GUIDELINES

It is recommended that children only be allowed in the kitchen area in small groups (e.g., 6 children or fewer at any one time with an assigned primary staff person) and only when routine food preparation is not under way.

The kitchen should not be used as a shortcut to another area.

SECTION ACCOMMODATION	SUBJECT WASHROOMS AND FIXTURES	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 10

(a)(iii) washrooms and washroom fixtures are conveniently located and easily accessible to children;

INTENT

The intent of this section is to ensure children have access to washrooms and fixtures at all times.

POLICY

Definition

"Easily Accessible"

Washrooms

"Easily accessible" means quickly reached, (dependent upon the child's age) or adjacent to the nursery school space.

"Easily Accessible"

Washroom Fixtures

Footstools with rubber grips or raised platforms which are sealed and easily cleaned shall be provided to allow children access to adult sized fixtures.

Footstools which can tip easily shall not be used.

Where a nursery school program is licensed for children younger than 3 years of age, potty chairs or toilet seat inserts shall be available in the washroom, according to the developmental needs of the children in attendance.

Where used by children with special needs, washroom fixtures shall be adapted in accordance with their needs.

Washroom facilities are inspected by the Municipal Plumbing and/or Building Inspector at the time of building construction or renovation.

COMMENT

Upgrading

When there is a change of ownership, expansion of the facility, or building renovation, washroom facilities may be required by Building and/or Health authorities to be upgraded to current standards.

SECTION ACCOMMODATION	SUBJECT WASHROOMS AND FIXTURES	PAGE 2
		DATE 01/09/93

GUIDELINES

Toilet Seats and Potty Chairs

It is recommended that wherever possible toilet seats and potty chairs be disinfected after each use.

Sinks

Sinks with running water should be located adjacent to the play areas for the use of children when participating in art activities.

Child-sized Toilets

Child-sized toilets are recommended.

COMMENT

The local Public Health Inspector should be consulted regarding the provision and location of sinks and running water for the use of primary staff members when diapering infants.

Where a nursery school program is licensed for infants, sanitary procedures required for diapering are specified under the Public Health Act, Institutions Regulation (143/81) section 30, and must be adhered to.

For additional information about sanitary practices and diapering procedures, consult "Contagious Diseases in Day Care: A Handbook for Day Care Directors and Caregivers".

SECTION ACCOMMODATION	SUBJECT EASE OF SUPERVISION	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 10 (con't)

(b) in the case of a day care centre, nursery school or drop-in centre,

(i) each room used for child care purposes has a layout that is conducive to effective supervision, and

INTENT

The intent of this section is to ensure primary staff members can supervise children at all times.

POLICY

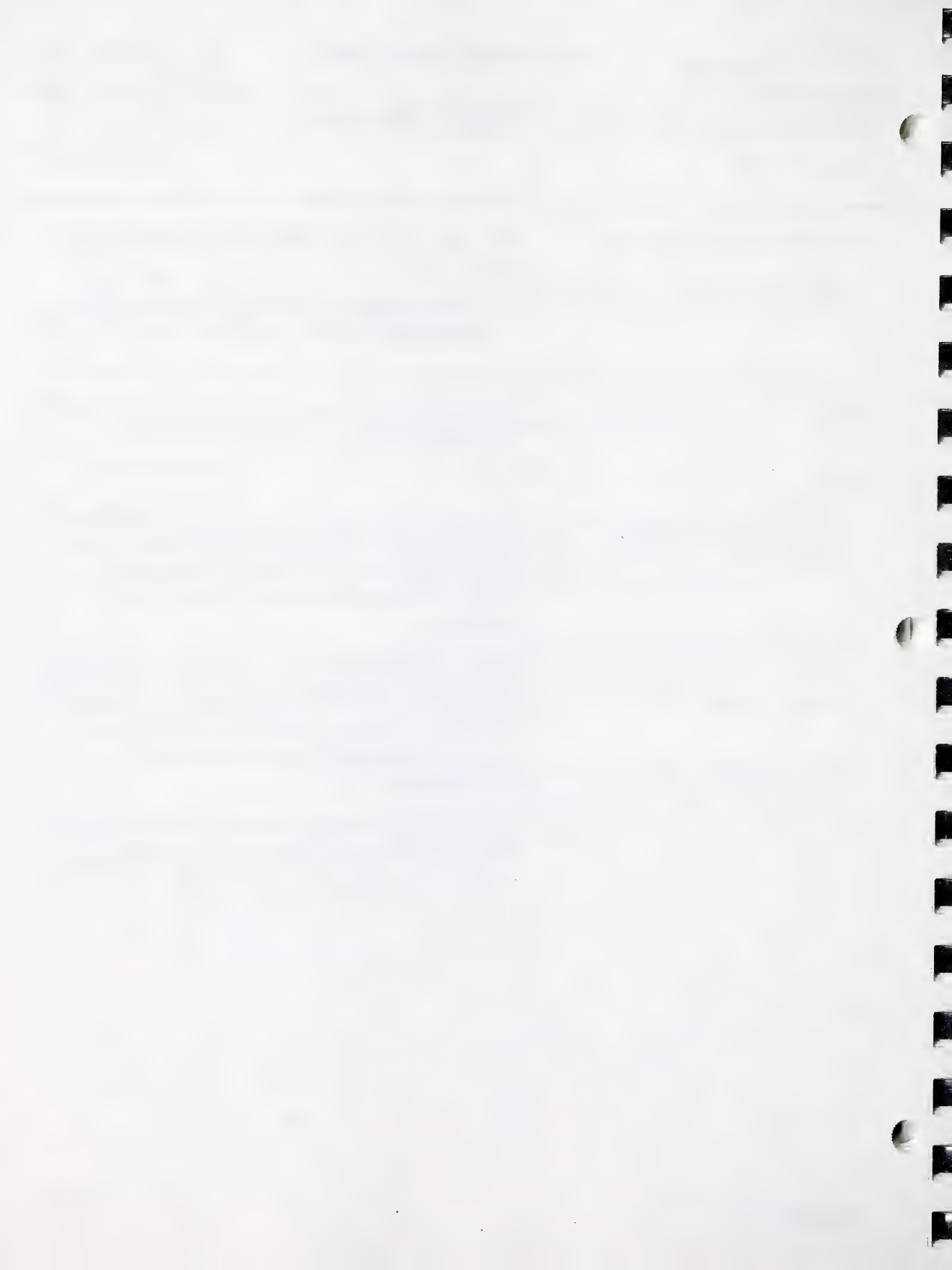
Definition

"Conducive to effective supervision"

"Conducive to effective supervision" means play areas shall be arranged to enable staff to directly supervise children at all times. Primary staff members shall know where children are at all times.

While it is desirable that children be in sight at all times it is recognized that during the normal course of play children are, at some times, out of sight, e.g., when crawling through play tunnels, or playing underneath play structures or in housekeeping units.

Low dividers or cupboards when used as dividers shall be placed to allow direct supervision of children by staff. Staff must be able to observe children over the top of any dividers.



SECTION ACCOMMODATION	SUBJECT RESTRICTION ON KITCHEN USE	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 10 (con't)

(b)(ii) the kitchen area is not used as a playroom;

INTENT

The intent of this section is to ensure that children do not play in the kitchen, because of potential dangers.

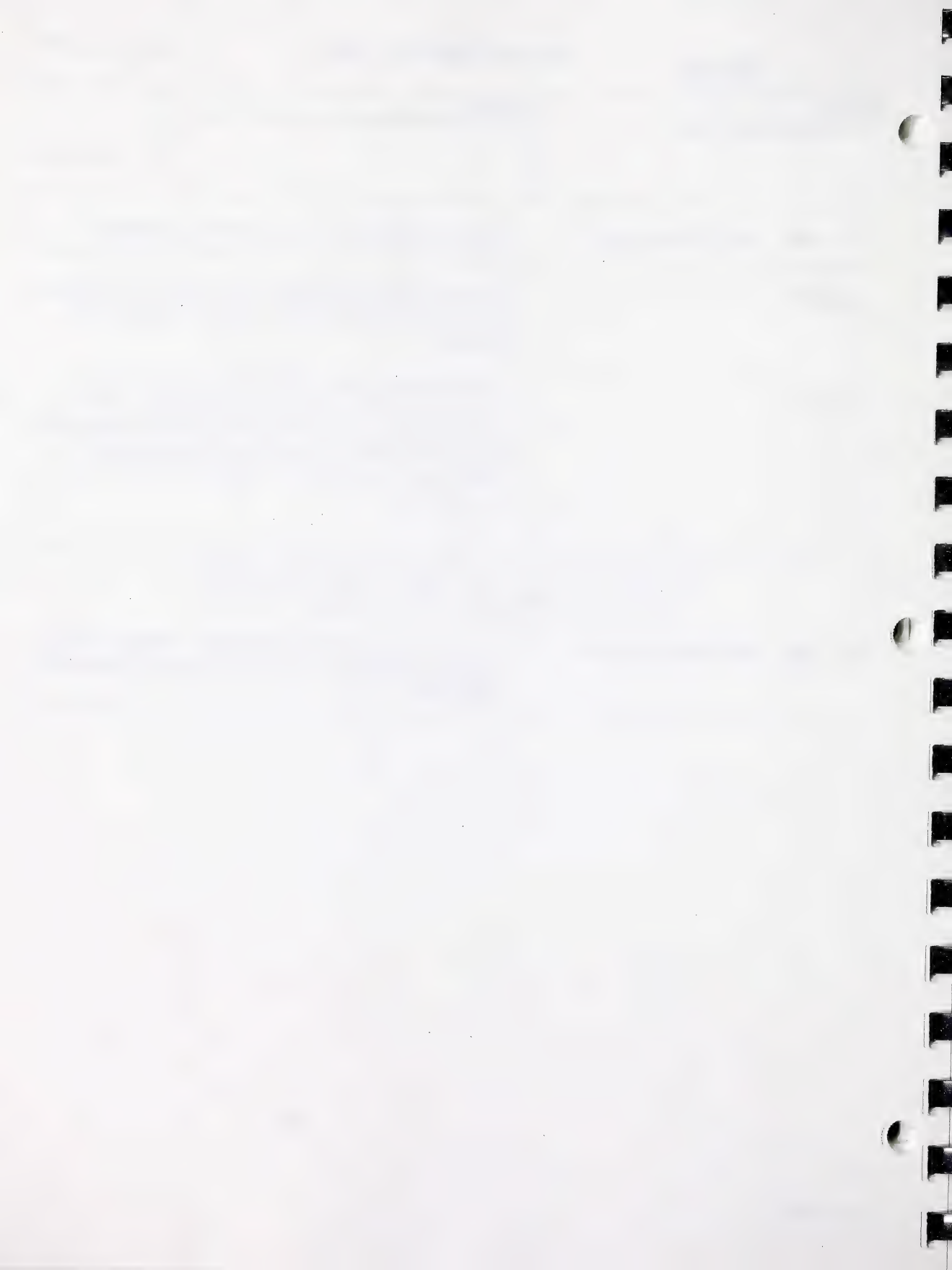
POLICY

When children are in the kitchen they must be under the direct supervision of a primary staff member at all times, and must be in the kitchen for a specific reason, for example, a baking activity. Refer to section 10(a)(ii), NSL-02-10-02 for more information.

This section does not apply to nursery schools.

D.C. REG. SECTION 10 (con't)

(c) in the case of a day care centre or drop-in centre, there is adequate space provided for administrative and staff needs.



SECTION NET FLOOR AREA	SUBJECT REQUIREMENTS AND CALCULATIONS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 11

(1) A licence holder shall provide a net floor area of not less than

(a) 3 square metres per child in the case of a day care centre or family day home, or

(b) 2.5 square metres per child in the case of a nursery school or drop-in centre.

The intent of this section is to ensure that children in care are provided a minimum of space for playing, resting and eating.

D.C. REG. SECTION 11 (con't)

(2) For the purposes of subsection (1), the net floor area shall be calculated

(a) by measuring floor space that is appropriate for use by children when playing, resting, sleeping and eating, and

INTENT

The intent of this section is to ensure the appropriate floor space is measured.

COMMENT

Space for sleeping is required only for programs where children sleep. Nursery school programs do not usually have a sleeptime.

POLICY

Measurement of Net floor Area

In measuring the net floor area, the following applies:

- only space used exclusively by the nursery school during its entire hours of operation may be included in the calculation of net floor area. Space shared with other programs which operate simultaneously or concurrently may not be included.
- useable floor space measurements are to be taken between interior walls.

SECTION NET FLOOR AREA	SUBJECT REQUIREMENTS AND CALCULATIONS	PAGE 2
		DATE 01/09/93

- in the case of lofts built to provide a raised play area for the children, the space will only be measured once. That is, the loft and the space over which it is located must be measured as a single space.

Excluded Areas

The following floor areas are not included in calculation of net floor area:

- administration (office) areas,
- stairwells,
- hallways,
- kitchen areas,
- space in room entryways (doorways), (0.5 metres is deducted for doorways)
- any other floor space which cannot be functionally used as child care space (e.g., space under sinks)
- locker and cubbyhole areas,
- space used exclusively for storage area, and
- staff rooms and washroom space.

Included Areas

- floor area under moveable play equipment, such as tables, chairs or climbers is included

Cribs

- floor area under cribs in infant area is included

Calculating Net Floor Area

Net floor area is the sum of the square meters outlined in this policy in each room measured.

Determining Licensed Capacity

Square meterage per room is one determinant of licensed capacity. Where the capacity recommended by a collateral authority (e.g., the local fire, health, zoning, or building) is lower, that capacity shall be binding, as satisfactory approval from these authorities is required prior to a license being issued.

Refer to section 1(f), NSL-02-01-04, for more information on determining licensed capacity.

SECTION NET FLOOR AREA	SUBJECT BASED ON LICENSED CAPACITY	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 11 (con't)

(2)(b) on the basis of licensed capacity.

INTENT

The intent of this section is to ensure the net floor area which was measured to determine licensed capacity is not altered.

POLICY

The license holder shall ensure that the net floor area for the licensed capacity is maintained at all times for the license period.

Any proposed changes to the facility that will have an impact on the available net floor area shall be submitted to the Regional Day Care Licensing Office prior to being implemented.

Rearrangement of activity centres or furnishings and equipment to facilitate programming do not need to be submitted prior to implementation. This will enable nursery schools to set up and put away equipment as needed on a daily basis.

SECTION NET FLOOR AREA	SUBJECT EXEMPTIONS	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 11 (con't)

(3) Notwithstanding subsection (2), the net floor area of a day care facility in respect of which a license was in force on November 30, 1990, shall be calculated by measuring usable floor space, including unencumbered hallway space but not including the stairwells, kitchens, offices, staff rooms, storage rooms or half of the washroom space.

INTENT

The intent of this section is to allow nursery schools licensed by November 30, 1990, to continue to be measured based on the previous criteria.

POLICY

In measuring the net floor area for these nursery schools, in addition to the criteria in section 11(2) the following applies:

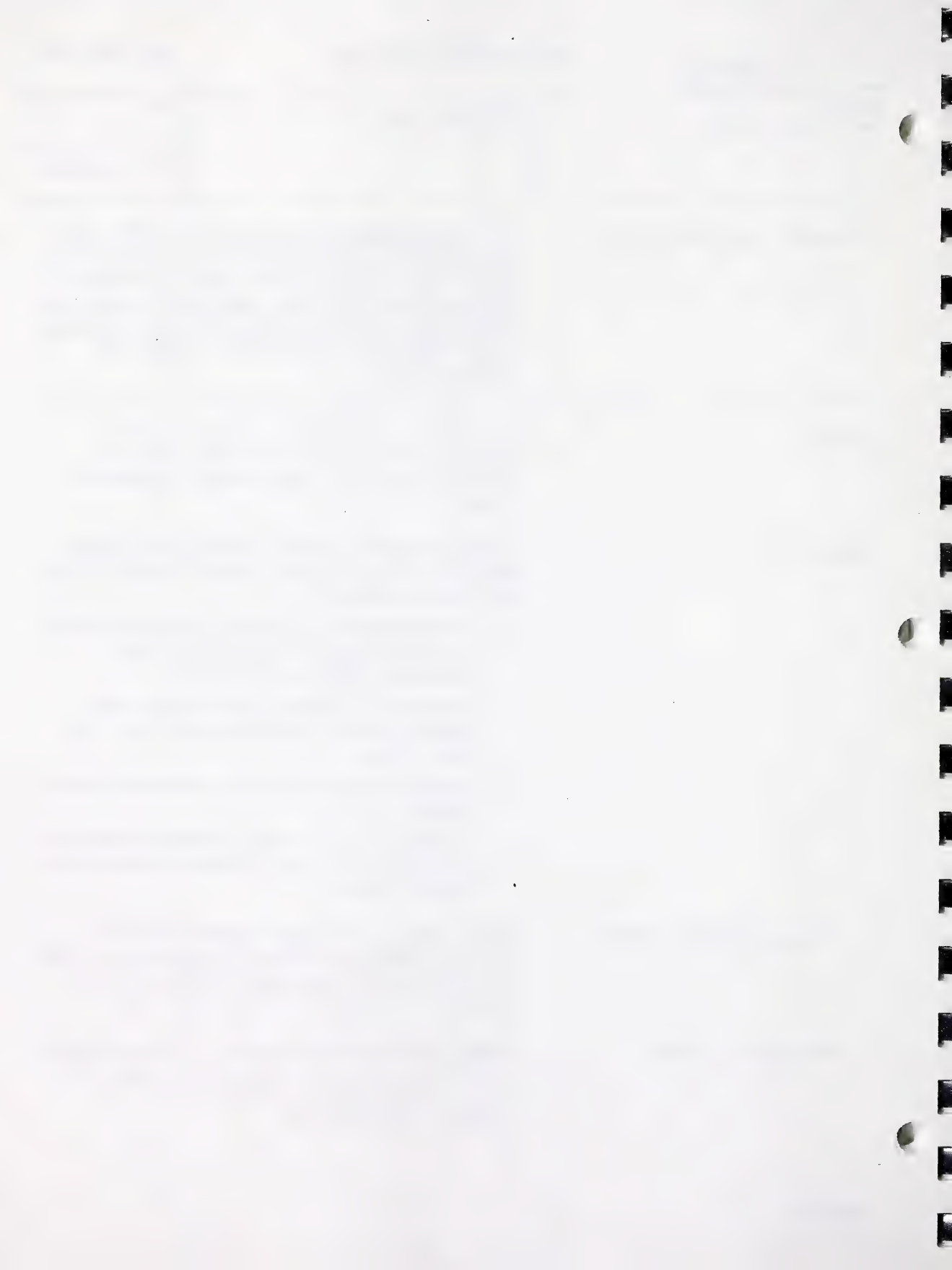
- hallway space included must be unencumbered i.e., not blocked with furnishings, fixed equipment or storage of any type.
- in addition, for emergency evacuation exit purposes, hallway space must be free of all obstructions.
- one half the total children's washroom area is included.
- washroom space is measured from interior wall surface to interior wall surface; no deduction is made for fixtures.

Change of License Holder

When there is a change in license holder for a nursery school licensed as of November 30, 1990, the criteria used to calculate net floor area shall remain as in section 11(3), NSL-02-11-03.

Relocation of Facility

When a license holder relocates the nursery school to a new site, the criteria used to calculate the net floor area shall be as in section 11(2), NSL-02-11-01 to 02.



SECTION FURNISHINGS AND EQUIPMENT	SUBJECT MAINTENANCE, TABLES AND CHAIRS	PAGE 1
		DATE 01/09/93

A license holder shall ensure that

D.C. REG. SECTION 12

(a) furnishings and equipment are safe and maintained in good repair and include

INTENT

The intent of this section is to ensure that equipment and furnishings do not pose a safety hazard to children.

POLICY

It is the license holder's responsibility to ensure that equipment is properly maintained on an ongoing basis and that all equipment complies with applicable federal and provincial requirements. Unsafe equipment or furnishings shall be removed or repaired when there is evidence of such things as cracks, splinters, sharp edges, rust, peeling paint or protruding nuts, bolts, screws or nails.

Faulty Equipment

It is the license holder's responsibility to ensure that they are aware of and take action according to recall notices on defective equipment.

D.C. REG. SECTION 12 (con't)

(a)(i) tables and chairs that are easily accessible to, and in proportion to the size of, the children and in sufficient quantity to accommodate the licensed capacity, and

INTENT

The intent of this section is to ensure there are enough tables and chairs that children can easily use.

POLICY

Definition

"Easily Accessible"

"Easily accessible" means available to the child when required. A minimum of assistance should be required by the child to access the tables and chairs.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT MAINTENANCE, TABLES AND CHAIRS	PAGE 2 DATE 01/09/93
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"In Proportion to Size"

"In proportion to the size of the children" means tables and chairs are of varying height and size to accommodate all children in the centre.

"Chair and Table Size"

Tables and chairs shall be specifically designed for young children and allow a child to get on and off the chairs by herself.

Freestanding benches are not acceptable for children under three years of age.

Tables should be of the size to accommodate small groups of children and primary staff members.

High Chairs

Where a nursery school is licensed for infants, high chairs shall have a wide base and safety strap. High chairs shall be provided and used for infants over the age of six months who can sit.

Children with Special Needs

Where children with special needs are cared for, high chairs, chairs and tables shall be selected or adapted for their use.

GUIDELINE

In order to accommodate the individual eating schedules of infants, it is recommended that one high chair be provided for every 3 infants.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT INDOOR PLAY MATERIALS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(a)(ii) Suitable indoor and outdoor play materials in sufficient quantity to offer the children a variety of activities.

INTENT

The intent of this section is to ensure that children are provided with enough age-appropriate toys and equipment to allow each child to have several options to choose from at any one time.

POLICY

Definition

"Sufficient Quantity" and
"Variety"

"Sufficient quantity" and "variety" means the requirements as outlined on the following pages. Opportunities for play are an integral and essential part of the nursery school program. The play environment must be organized to allow the child opportunities for free-choice, a variety of experiences, and accessible toys and equipment. Activity centres provide an organizational structure to promote a free-choice environment with a sufficient quantity and variety of play materials.

For further information on activity centres refer to the "Guide to Programming in Nursery Schools". Refer to section 14(a), NSL-02-14-01 for additional information on programs to meet children's developmental needs.

COMMENT

Outdoor play materials are not required for nursery school programs.

POLICY

Introduction

Equipment Requirements

The following policy outlines a basic inventory of equipment which is to be freely available to the children for use in their play during the week. The list is not exhaustive and it is recognized that other equipment items may be available in addition to or in place of some of the equipment listed.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT INDOOR PLAY MATERIALS	PAGE 2
		DATE 01/09/93

It is also recognized that there may be other ways of providing the equipment listed. How this equipment is presented will depend on the environment and circumstances (e.g., the number of children, space available for activities and storage of materials).

Inventory

Applicants for a nursery school license are required to complete an inventory of furnishings and equipment prior to issuance of an initial license.

GUIDELINE

It is recommended that the license holder maintain an inventory of toys and equipment for insurance purposes and to itemize equipment available for children.

POLICY

The Licensing Officer shall assess the variety and amount of equipment available to the children.

The amount of toys and equipment available to the program shall be determined based on the licensed capacity and the type of program offered. The number of activity centres available on a daily basis is based on the number of children present and their developmental needs. Time and space constraints may not allow access to all activity centres every day. However all children shall have access to each activity centre at some point during the week.

In addition, while equipment substitutions are possible, the license holder shall ensure that the equipment used as a substitute meets the same developmental needs as the equipment listed.

Any questions or concerns about ways of meeting these requirements should be discussed with the licensing officer.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 1
		DATE 01/09/93

COMMENT

As most nursery school programs are licensed only for 3-5 year olds, equipment is listed only for this age group. For information about equipment for children under 3 years, please consult the Regional Day Care Services office.

POLICY

**3-5 Year Olds
Equipment Requirements**

Basic activity centres provide developmental experiences for children and are an important part of the nursery school program.

In addition, there are other areas which can be developed and nursery schools are encouraged to develop these new or "supplementary" activity centres on an ongoing basis. Supplementary activity centres introduce new and exciting experiences to children. These centres need not always be in place in the nursery school program and can be substituted in whole or in part.

The accessories and props in all activity centres should be changed from time to time. This provides a continuously varied and interesting environment for the children.

The basis for making decisions on which centres to provide at a given time, and over time, is the developmental needs and interests of the children in the group.

**Introduction
Activity centres**

The following table is provided for determining the approximate numbers of each activity centre appropriate for the number of children enrolled. The actual number of centres required, however, will depend upon additional related factors, including, the available space, the facility design, the skill of available staff, the type of program being offered, the length of the program and the method used to group the children.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 2
		DATE 01/09/93

The activity centres listed (basic and supplementary) are those commonly used in nursery school programs and relate to the developmental needs of children as outlined in section 14(a), NSL-02-14-01.

	Actual Number of Children Comfortably Accommodated Per Activity Centre (on Average)
Basic Activity Centres:	
Dramatic Play/Housekeeping	2-6
Books/Library/Music	2-4
Block Centre/Floor Play	2-6
Art	2-4 per table
Manipulative Table Toy	2-6
Sand/Water Play	2-4
Supplementary Centres:	
Gross Motor	2-6
Science/Nature	1-2
Discovery/Curiosity	2-4
Puppet Area	1-2
Carpentry	1-2

POLICY

3-5 Year Olds
Activity centres

The following activity centres each shall be available for 3-5 year olds during the week. Nursery schools need not provide all of the equipment listed under each activity centre, but some equipment must be provided for each basic activity centre. In addition, equipment substitutions may be made as long as the equipment supplied meets the same developmental needs as that which is listed. Any variations in equipment shall be made with the approval of the licensing officer.

HOUSEKEEPING AND DRAMATIC PLAY CENTRE:

- clothes tree, hooks or set of drawers for storing dress-up items
- child sized table and chair set, age appropriate

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 3
		DATE 01/09/93

- child sized appliances including refrigerator, stove, sink,
- child sized (not doll sized) dishes, pots, pans and food props (empty containers, packages or play food),
- non-breakable, shatterproof full length mirror in dramatic play area
- male and female dress up clothes and accessories, including hats, purses, jewellery
- dolls complete with size appropriate clothes and accessories
- appropriate pictures at child level

GUIDELINE
Props

Complete equipment may also be available to create some of the following: postal station, store, barber/beauty shop, hospital, fire station, etc.

POLICY

LIBRARY:

- display rack book shelf/table area
- comfortable area including large cushions (with washable covers) and/or cozy adult or child sized furniture
- carpet or area rug,
- a variety of age appropriate and complete simple story and picture books: including soft and hard cover, child-made, magazines, photo albums, etc.
- objects at child level to stimulate conversation, imagination and social play.

MANIPULATIVE TOY CENTRE:

- storage shelf
- table and chairs
- a variety of complete puzzles including interlocking, inlaid, wooden, simple and complex and floor puzzles
- table top blocks (e.g., lego, bristle blocks)

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 4
		DATE 01/09/93

- assorted fine motor equipment (e.g., pegboard/pegs)
- stringing beads/lacing cards
- matching and sorting toys

BLOCKS AND FLOOR PLAY CENTRE:

- storage shelves or designated floor area
- complete set(s) of wooden blocks (unit blocks) in assorted sizes and shapes
- a complete set(s) of large wooden or plastic floor blocks
- accessories including:
 - track and train or road set
 - assorted vehicles in varied sizes
 - a variety of play sets complete with their accessories, e.g., farm/zoo animals/people, airport airplanes/helicopter/people, town vehicles/people/animals
 - variety of hats

ART CENTRE:

- easels, free standing, wall or home made with shelf for paint containers,
- variety of paints and supplies (paint containers, brushes, sponges, rollers)
- variety of paper supplies,
- playdough, plasticine,
- crayons (regular and chubby),
- chalk/pencils,
- scissors (child-sized, blunt, easy grip, right and left handed)
- collage materials (magazines, wallpaper sample books)
- glue (variety of different types for a variety of purposes)
- templates
- supplementary materials (paper plates/cups, foil, cotton balls, shells, beads)

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 5
		DATE 01/09/93

- shelf unit for art materials
- tables and chairs

MUSIC CENTRE:

- record/tape player
- radio
- an appropriate variety and quantity of story, song, rhythm and movement records or tapes,
- an appropriate variety and quantity of children's musical instruments.

SAND OR WATER PLAY CENTRE:

COMMENT

As with other equipment, substitutions for equipment listed can be made subject to approval by the licensing officer. In the case of sand and water play, however, finding an appropriate substitute is difficult since both sand and water possess properties which cannot be duplicated.

For more information on sand and water please see the "Guide to Programming in Nursery Schools".

POLICY

SAND PLAY:

- sand table or large containers to accommodate a small group of children
- sand (of sufficient depth for children to play in)
- storage shelf for accessories used on a rotating basis
- assorted plastic containers
- shovels/pails
- funnels
- assorted vehicles/people
- sifter
- sand moulds
- plastic animals

Sand used must comply with requirements under the Public Health Act.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 6
		DATE 01/09/93

POLICY

Accessories can be rotated and need not all be used in the sand table at the same time.

WATER PLAY:

- water table or container large enough to accommodate a small group of children
- water (of sufficient depth for children to play in)
- storage shelf for accessories used on a rotating basis
- plastic aprons
- assorted plastic containers
- floating and sinking toys
- accessories including: pump, funnels, tubing, dolls

Accessories can be rotated and need not all be used in the water table at the same time.

Use of Sand and Water Play Areas

To ensure the health and safety of the children during sand and water play, license holders shall work closely with the Local Public Health inspector to ensure proper procedures are followed in setting up and maintaining sand and water play areas. The procedures established shall include the cleaning and disinfecting of equipment and its use. The license holder shall follow the established Public Health procedures at all times.

It is also very important that primary staff members and children are oriented to the health and safety practices which must be followed when playing with sand and water. However, at the same time, children must be allowed freedom to explore and create within the health and safety requirements that apply.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 7
		DATE 01/09/93

Supplementary Activity Centres

The use of supplementary activity centres is encouraged in order to expand children's opportunities for creative and unique experiences. Supplementary activity centres are not required, but are recommended as enhancements to the nursery school program.

The following are examples of supplementary activity centres:

GROSS MOTOR CENTRE:

A gross motor activity centre is recommended for nursery school programs. However, due to the short time children spend in a nursery school program, it is expected that children will usually have their gross motor needs met outside the nursery school program.

- climbing structure
- preschool balance beams
- tricycles/riding toys/rocking toys
- assorted balls in a variety of sizes
- bean bags and targets
- gross motor games, e.g., obstacle courses, hoops

SCIENCE AND NATURE CENTRE:

- storage shelf/display table
- magnifying glass
- magnets
- balance scale and weights
- aquarium/live animals
- plants

DISCOVERY AND CURIOSITY CENTRE:

- storage shelf/display table
- curiosity items: old radio, clock, typewriter, bird's nests, honey combs

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT 3-5 YEAR OLDS EQUIPMENT REQUIREMENTS	PAGE 8
		DATE 01/09/93

PUPPET CENTRE:

- puppet theatre
- puppets
- props
- accessories

CARPENTRY CENTRE:

- woodworking bench
- variety of real tools
- safety goggles
- nails
- scrap wood
- vice
- wood glue
- sandpaper

Additional supplementary centres could include history, cultural or theme centres developed for a special or local event, e.g., rodeo, etc.

POLICY

Use of Carpentry Area

A carpentry centre is a very specialized activity centre, particularly when real tools are included.

Ensuring the health and safety of the children is critical, and this is paramount in carpentry centres. Supervision of the carpentry centre is essential at all times to minimize safety risks.

This area would normally be available to small groups of children 4½ years old and older. Children must be well oriented to the safety practices which are to be followed, when playing, e.g., safety goggles must always be worn, tools must be used for their specific purpose, etc.

Primary staff members shall monitor the carpentry centre on an ongoing basis to ensure that safety practices are followed at all times. However, at the same time children must be allowed freedom to explore and create within the safety requirements that apply.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT STORAGE	PAGE 1
		DATE 01/09/93

REG. SECTION 12 (con't)

(b) Storage space that is easily accessible to children is provided for play materials and supplies.

INTENT

The intent of this section is to ensure children can easily reach play materials and supplies.

POLICY

Definition

"Easily Accessible"

"Easily accessible" means storage space, such as tables, cupboards, shelves or locker space containing children's toys and play materials shall be at child level. Children shall have access to toys and equipment without aid from staff, during hours of operation.

COMMENT

Children need not have access to all toys and equipment at any one time.

GUIDELINE

Storage for Infants and
Toddlers

Additional space should be provided for storing strollers and other equipment, if necessary.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT LOCKERS, CUBBIES, HOOKS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(c) individual lockers, cubbyholes or hooks that are easily accessible to children are provided in a lighted area and arranged in such a manner that each child's personal effects can be kept separate from those of other children.

INTENT

The intent of this section is to ensure that all children have adequate storage space for their personal belongings, and to ensure this space is easily accessible.

POLICY

Nursery schools may use closet space and labelled coat hangers instead of hooks.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT CRIBS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(d) each child under 13 months of age is provided with a separate crib that complies with the Cribs and Cradles Regulations (SOR/86-962) made under the Hazardous Products Act (Canada).

INTENT

The intent of this section is to ensure that each infant under 13 months in the program has a crib that meets federal safety standards.

POLICY

In circumstances where nursery school programs are licensed for infants under 13 months of age, a crib shall be provided for each infant who needs to sleep.

Cribs shall be maintained by the license holder in accordance with all requirements of the Cribs and Cradles Regulations (SOR/86-962) under the Hazardous Products Act (Canada).

Cribs which have been structurally modified in any manner are not acceptable for use. Cribs shall be checked regularly by the license holder to ensure ongoing safety.



SECTION FURNISHINGS AND EQUIPMENT	SUBJECT SUITABILITY OF CRIBS, COTS, BEDS, AND SLEEPING MATS	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 12 (con't)

(e) each child who is 13 months of age or over and needs resting or sleeping time is provided with a crib, cot, mat or bed that is appropriate to the child's size and level of development.

INTENT

A crib, cot, mat, or bed is required for every child in attendance who needs to sleep during the program.

It is recognized that nursery school programs do not usually provide a sleep time. However, if a sleep time is provided, the following policies shall apply.

POLICY

Definition

"Appropriate to child's size and level of development"

"Appropriate to child's size and level of development" means the cot, bed or mat shall be provided in accordance with the size of the child using it.

The following criteria shall be taken into account when determining the appropriateness of a crib, cot, mat or bed for each individual child:

- child's individual needs;
- child's physical size; and
- discussion with parents.

Cribs, cots, mats or beds shall be:

- long enough so that neither the child's feet nor head extend past the ends, and
- wide enough so that the child can easily turn over without falling off.

Infants over 89 centimetres (35 inches) in height or infants who can get out of the crib by

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT SUITABILITY OF CRIBS, COTS, BEDS, AND SLEEPING MATS	PAGE 2
		DATE 01/09/93

themselves shall not be placed in a crib but shall be provided with a cot or mat instead.

POLICY

In situations where Licensing Officers are concerned about the appropriateness of sleeping apparatus, they may require the license holder to provide alternate sleeping apparatus for children, or request additional documentation regarding the appropriateness of the sleeping apparatus.

Cleaning Procedures

In accordance with the Public Health Act, Institutions Regulation (143/81):

- every crib, cot, bed or sleeping mat shall be constructed of material that can be kept clean and sanitary;
- cribs shall be equipped with mattresses and moisture resistant covers;
- cots and sleeping mats shall be equipped with washable covers;
- all bedding shall be maintained in a clean, dry and sanitary condition, and shall not be used for more than one individual without laundering between use; and
- all sheets shall be laundered at least once a week.

The local Public Health Inspector shall be consulted regarding the sanitizing and storage of cots and mats.

GUIDELINE

Thickness of Mats

A minimum thickness of 5 centimetres high density foam is recommended for sleeping mats.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT MULTIPLE TIER BEDS SLEEPING ARRANGEMENTS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(f) multiple tier beds are not used.

INTENT

The intent of this section is to ensure children do not sleep in a potentially unsafe sleeping arrangement.

POLICY

To ensure the safety of children, the use of bunk beds or multiple tier crib arrangements is prohibited.

D.C. REG. SECTION 12 (con't)

(g) sleeping space for children under 13 months of age is provided in a quiet location that accommodates individual sleeping schedules.

INTENT

The intent of this section is to provide a quiet location to encourage individual sleep schedules for infants, when they are included in the nursery school program.

POLICY

Definition

"Quiet Location"

"Quiet location" may include:

- a separate room;
- an area separated by dividers that provide sight and sound barriers; or
- any other location that allows children to sleep undisturbed.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT CRIBS, COTS, MATS, BEDS SPACING	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(h) when in use, cribs, cots, mats and beds are at least 0.5 metres apart, and

INTENT

The intent of this section is to ensure easy access to all children while they are sleeping, and to ensure children do not climb from one crib, cot, mat or bed to another.

POLICY

Access

The 0.5 metre spacing is in all directions from each crib, cot, mat or bed.

There shall be easy access to all sleeping children to ensure safe and effective evacuation during an emergency.

When not in use, cribs may be moved closer together to provide a larger play area for the infants.

SECTION FURNISHINGS AND EQUIPMENT	SUBJECT BEDDING	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 12 (con't)

(i) cribs, cots, mats and beds are furnished with bedding that provides adequate comfort and warmth for the children.

INTENT

The intent of this section is to ensure all children are comfortable and warm while they are sleeping.

POLICY

Blankets and sheets shall be provided for each child requiring sleep. Blankets and sheets shall be labelled and not interchanged between children unless they are laundered between each use. All bedding shall be of adequate size to fully cover the surface of the crib, cot, mat or bed.

It is the license holder's responsibility to ensure all sanitary procedures for the laundering of sheets and blankets are in accordance with the Public Health Act, Institutions Regulation (143/81).

SECTION OUTDOOR PLAY SPACE	SUBJECT DAY CARE CENTRE AND FAMILY DAY HOME	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 13

(1) A licence holder for a day care centre or family day home shall provide outdoor play space that is adjacent to or within easy and safe walking distance of the day care facility and accommodates

(a) in the case of a day care centre, at least 50% of the licensed capacity, and

(b) in the case of a family day home, the licensed capacity.

at a level of not less than 2 square metres for each child under 19 months of age and not less than 4.5 square metres for each child who is 19 months of age or over.

(2) Subject to subsection (3), the licence holder shall ensure that

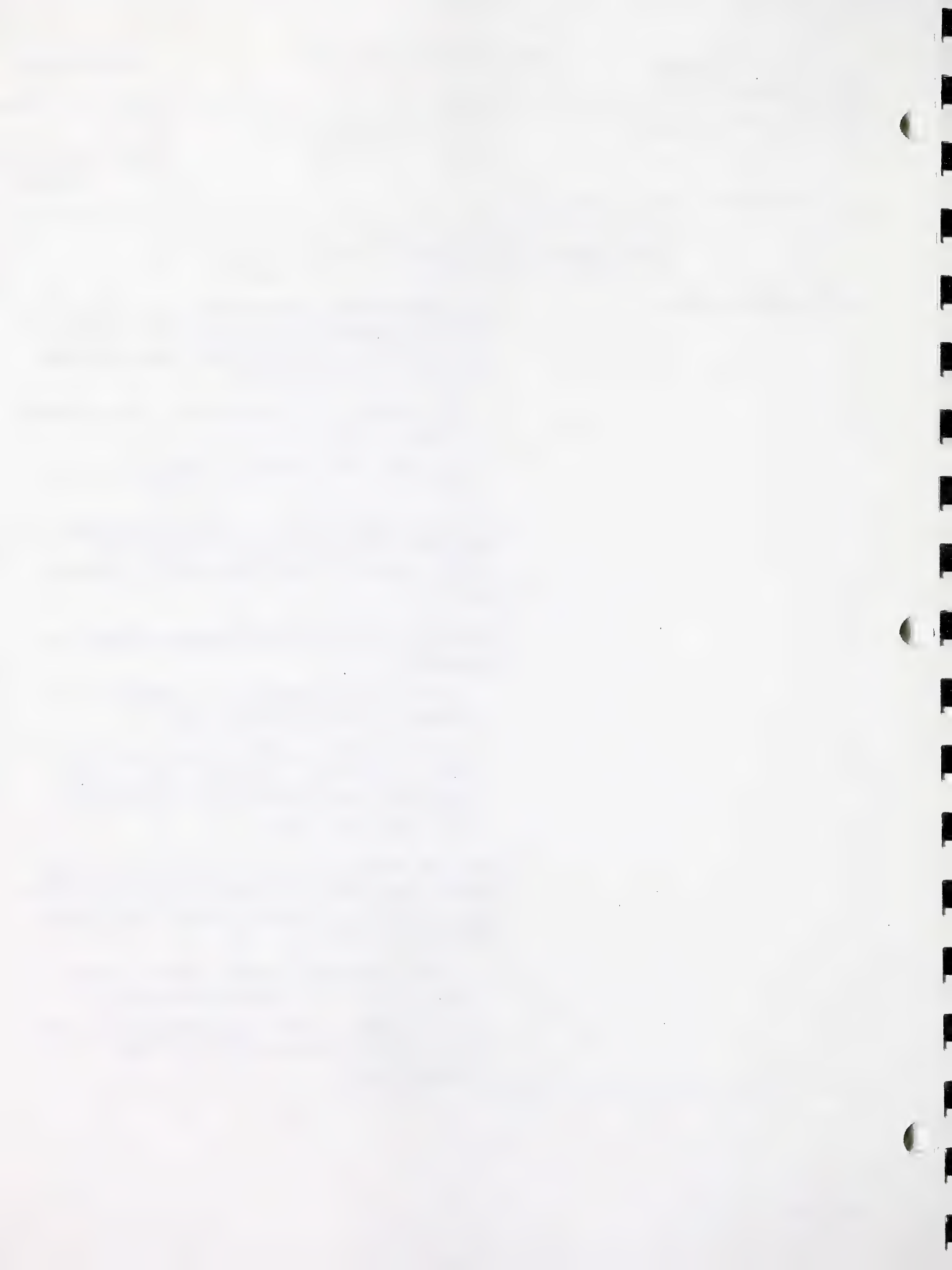
(a) the play space referred to in subsection (1) is securely enclosed on all sides, and

(b) all entrances to and exits from the play space that do not lead into the interior of the day care facility are kept closed at all times while children are using the play space.

(3) In the case of a day care centre located on public property, the Director may exempt a licence holder from any requirement of subsection (2) if the licence holder satisfies the Director that

(a) play space that meets the requirements of subsection (2) is not reasonably available, and

(b) the children will be adequately supervised and protected in the play space provided under subsection (1).



SECTION CHILD CARE PROGRAM	SUBJECT MEETING CHILDREN'S DEVELOPMENTAL NEEDS	PAGE 1 DATE 01/09/93
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A license holder shall:

D.C. REG. SECTION 14

(a) provide a child care program that is in keeping with the physical, social, intellectual, creative and emotional needs of the children, and

INTENT

The intent of this section is to ensure each child's developmental needs are met at all times throughout the program.

POLICY

Children with Special Needs

Nursery school programs that care for children assessed as having special needs are required to provide a program that meets their individual needs.

POLICY

Meeting the Developmental Needs of Children

The nursery school program shall make provisions for meeting the physical, social, intellectual, creative and emotional needs of each child. In addition, the program shall foster each child's self-concept development and, where applicable, make appropriate provisions for the special requirements of infants and toddlers.

The nursery school program shall provide a variety of indoor activities, and shall retain flexibility and balance.

This section on meeting children's developmental needs contains two parts:

- an introduction to meeting children's developmental needs through play; and
- a table outlining each developmental need and how it can be met in the nursery school program.

SECTION CHILD CARE PROGRAM	SUBJECT MEETING CHILDREN'S DEVELOPMENTAL NEEDS	PAGE 2
		DATE 01/09/93

POLICY

Introduction Meeting Children's Developmental Needs Through Play

Play is a central and necessary part of children's development. Play includes any activity children have freely chosen, which is under their control and is not dominated or imposed by an adult. Play is a major learning process and provides a natural opportunity for young children to add to their knowledge, learn new skills and to practise familiar skills in a risk-free way. It provides many situations in which the child observes, discovers, reasons and solves problems. Play brings together physical and intellectual abilities, emotional health, creativity and the ability to get along with others. ("Philosophy, Goals and Program Dimensions", Early Childhood Services, Alberta Education.)

Preschool children's developmental needs are best met by a variety of experiences and a balance between primary staff-directed and child-initiated activities.

Opportunities for play are an integral and essential part of meeting children's developmental needs in the nursery school program.

The program shall:

- be organized in such a way that each child is treated as an individual;
- offer opportunities for the child to form a relationship with consistent primary staff members who value and care for him; and
- facilitate play, the avenue through which the child develops curiosity and understanding about her world, attitudes about others, and a sense of what she can expect from them.

SECTION CHILD CARE PROGRAM	SUBJECT MEETING CHILDREN'S DEVELOPMENTAL NEEDS	PAGE 3
		DATE 01/09/93

The primary staff member shall:

- take all opportunities available to both initiate play and respond to the child's activities;
- facilitate maximum social interaction between the primary staff member and the child;
- facilitate maximum social interaction between children;
- arrange the environment to provide materials which stimulate and facilitate play.

For more information on furnishings and equipment to meet the developmental needs of children over 3 years, refer to section 12, NSL-02-12-01 to 10.

For information about meeting the developmental needs of children under 3 years, please consult the Regional Day Care Services office.

COMMENT

For detailed information on meeting children's developmental needs in a nursery school refer to the "Guide to Programming in Nursery Schools".

POLICY

The following table defines each developmental need, and how the program can meet these needs.

SECTION CHILD CARE PROGRAM	SUBJECT MEETING CHILDREN'S DEVELOPMENTAL NEEDS	PAGE 4 DATE 01/09/93
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Dev'mental Need	Definition	Program Requirements	Children Must Have Opportunities To...
Physical Growth and Development	<ul style="list-style-type: none"> - the need to develop a variety of physical skills - the need for adequate nutrition, rest, health and safety 	<ul style="list-style-type: none"> - address physical needs indoors - include activities and materials to promote development of physical skills 	<ul style="list-style-type: none"> - develop fine motor skills - develop perceptual skills including: <ul style="list-style-type: none"> • body awareness • awareness of time and direction • sensory development • basic coordination
Social Development	<ul style="list-style-type: none"> - the need to interact with peers and adults - to function as an individual and as a group member - to learn appropriate social behaviour 	<ul style="list-style-type: none"> - address children's social needs as group members and as individuals - provide an environment that encourages interaction among children and adults - include activities and materials to encourage social development 	<ul style="list-style-type: none"> - develop positive relationships with others - cooperate and share - resolve personal conflicts - function as group member and individual - observe acceptable social behaviour modelled by adults
Creative Development	<ul style="list-style-type: none"> - the need to develop the ability to generate new ideas or combinations of ideas - includes creative self-expression, problem-solving, invention, discovery, experimentation 	<ul style="list-style-type: none"> - provide opportunities to enhance creativity of all children - include activities and materials to foster creativity 	<ul style="list-style-type: none"> - use imagination and materials in novel and unusual ways - give more than one answer to a question - find more than one solution to a problem
Intellectual Development	<ul style="list-style-type: none"> - the need to explore, observe, know and understand objects and events in the environment 	<ul style="list-style-type: none"> - promote children's intellectual development - opportunities for children to initiate, select, plan and organize their own learning - provide activities and materials to stimulate intellectual development 	<ul style="list-style-type: none"> - observe/hear proper use of language by adults - use words and sounds to describe, explain and communicate with others - learn new words - develop listening skills by <ul style="list-style-type: none"> • hearing stories • discriminating sounds • repeating sounds/songs • following simple verbal directions - develop observation skills by using all five senses

Continued ...

Dev'mental Need	Definition	Program Requirements	Children Must Have Opportunities To...
Emotional Development	<ul style="list-style-type: none"> - the need to feel accepted, respected and secure - to develop independence and initiative, - to learn to express anger appropriately - to cope with frustration - to celebrate success - to give and receive affection 	<ul style="list-style-type: none"> - provide accepting and secure environment - children spoken to and treated respectfully - planning based on children's emotional needs - include activities and materials that encourage emotional development 	<ul style="list-style-type: none"> - participate in self-directed activities that encourage independence, initiative, decision-making - accept and express own feelings - have feelings accepted by caregiver - develop awareness of and respect for others' feelings - give and receive affection - express anger appropriately - cope with frustration and failure - celebrate achievements
Self-Concept Development	<ul style="list-style-type: none"> - child's perception of self which stems from the need to feel valued, accepted - includes the ability to acknowledge difficulties and achievements 	<ul style="list-style-type: none"> - foster environment such that each child is accepted and valued - include activities and materials that encourage development of positive self-concept 	<ul style="list-style-type: none"> - participate in self-directed learning appropriate to level of development - experience success and failure

SECTION CHILD CARE PROGRAM	SUBJECT PROGRAM CHANGES	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 14 (con't)

14(b) submit any proposed change in that program to the Director for approval before implementing the change.

INTENT

The intent of this section is to ensure that any major changes to the program are approved before being implemented.

POLICY

Program Changes Requiring Approval

Proposed changes to the nursery school program shall be submitted (in writing) for approval to the Regional Licensing Office before they are implemented.

Proposed changes to the program which require prior written approval include such things as:

- introduction of a new program component, e.g., infant program;
- change to program philosophy or approach, e.g., to a Montessori program;
- physical or structural changes to the facility or changes in room utilization, e.g., moving program to a different room.

SECTION DISCIPLINE	SUBJECT DISCIPLINE	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 15

A license holder shall ensure that

(a) disciplinary methods are communicated to a parent of each child.

(b) any disciplinary action taken is reasonable in the circumstances.

INTENT

The intent of this section is to ensure all facilities have a written discipline policy that is reasonable and that all parents are aware of the policy.

POLICY

Each nursery school shall have a written discipline policy, staff shall be made aware of the policy, and the discipline policy shall be followed at all times.

Communicated to a Parent of Each Child

The nursery school license holder shall maintain a record indicating that the discipline policy has been communicated to the parents of each child at enrollment time.

Reasonable Discipline

Reasonable approaches to discipline for children in nursery school programs include:

- setting limits;
- setting standards of behaviour;
- providing explanations;
- providing choices;
- being firm but flexible;
- anticipating the child's needs;
- recognizing child differences in age, temperament, and experience;
- ignoring, where appropriate; and
- distracting and removing the child from the situation.

SECTION DISCIPLINE	SUBJECT DISCIPLINE	PAGE 2
		DATE 01/09/93

COMMENT For further information on discipline refer to the "Guide to Programming in Nursery Schools".

POLICY Physical punishment is prohibited in nursery schools.

Definition
"Physical Punishment" Physical punishment includes such things as:

- spanking
- hitting
- slapping
- biting
- shaking
- squeezing.

This list is not exhaustive. License holders shall ensure physical punishment is not used in the nursery school or wherever children are being cared for.

GUIDELINE It is recommended that the discipline policy be posted and that parents receive a copy at the time of enrollment.

SECTION TRANSPORTATION TO AND FROM ACTIVITIES	SUBJECT PARENTAL APPROVAL	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 16

A licence holder shall ensure that proposed supervision arrangements respecting the transportation of a child to and from any activity off the day care facility are approved in writing by a parent.

INTENT

The intent of this section is to ensure that parent's approval is obtained prior to children being taken off the nursery school premises.

POLICY

It is the license holder's responsibility to ensure that a system is in place so that written parental approval is obtained prior to children being taken off the nursery school premises for any activity.

Written approval from parents is required for both regularly scheduled activities that occur off the nursery school premises (such as walks) and for specific activities (such as field trips).

For regularly scheduled activities such as walking to community playgrounds, parental approval may be obtained for the nursery school year. However, any subsequent changes to these arrangements shall be approved in writing by the parent.

Parental approval shall be obtained for each field trip where children are taken off the premises.

COMMENT

The following is provided for information only. Please contact Motor Transport Services (below) for details.

Motor Transport Act

The provisions of the Motor Transport Act RSA 1980, in accordance with the requirements administered by the Department of the Alberta Solicitor General, apply when children in nursery schools are transported on a frequent basis.

**Definition
"Frequent"**

Frequent transportation means transportation that occurs more than once per week. The Motor Transport Act applies to vehicles driven on a

SECTION TRANSPORTATION TO AND FROM ACTIVITIES	SUBJECT PARENTAL APPROVAL	PAGE 2
		DATE 01/09/93

frequent basis by a primary staff member (teacher), aide or parent-volunteer.

Definition
"Infrequent"

The Motor Transport Act does not apply when transportation is infrequent, that is, once per week or less.

GUIDELINE

Where parent-volunteers are transporting nursery school children in their own vehicles on an infrequent basis, it is recommended that they ensure their vehicle insurance provides adequate coverage.

National Safety Code

Regardless of the frequency of the transportation, if the vehicle has a designated capacity of more than 10 people (including the driver), a National Safety Code rating may be required. Contact Motor Transport Services for more information (see below).

It is the responsibility of the license holder to comply with the requirements of the Motor Transport Act RSA 1980, with regard to the transporting of children. Conviction for an offense under this Act could result in the suspension or cancellation of the social care facility license.

Further information on the application of these requirements to individual situations can be obtained by contacting:

Motor Transport Services (Head Office)
Room 401, 4th Floor, Provincial Building
4920 - 51 Street
Red Deer, Alberta T4N G8K

Telephone: 340-5670

accessed throughout the province via the RITE operator. Check your local phone book under Government of Alberta.

SECTION AVAILABILITY OF ADDRESSES AND TELEPHONE NUMBERS	SUBJECT EMERGENCY INFORMATION	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 17

A licence holder shall ensure that the current addresses and telephone numbers of the following are kept readily available in the day care facility:

- (a) all staff members, including substitute staff members;*
- (b) the health unit in which the day care facility is located;*
- (c) the nearest hospital emergency centre and poison information centre;*
- (d) the fire department;*
- (e) the police service;*
- (f) the ambulance service.*

INTENT

The intent of this section is to ensure that the appropriate addresses and phone numbers are available for emergency situations.

POLICY

Definition

"Readily Available"

"Readily available" means immediately available and accessible to staff members at all times.

"Current"

"Current" means changes are recorded as they occur and the information is updated on a regular basis.

"Addresses"

Addresses are required only for staff members (including substitute staff).

A portable file with pertinent emergency information from each child's registration and health record shall be maintained for emergency purposes. Refer to section 29, NSL-02-29-01.

SECTION AVAILABILITY OF ADDRESSES AND TELEPHONE NUMBERS	SUBJECT EMERGENCY INFORMATION	PAGE 2
		DATE 01/09/93

GUIDELINE

Access to Records

All staff (including parent volunteers) shall be aware of the location of and have access to the information required in this section.

Posted Emergency Numbers

The following emergency phone numbers should be posted beside each telephone:

- fire
- police
- hospital
- poison information
- ambulance
- taxi service
- local health unit.

SECTION FAMILY DAY HOME SAFETY PRECAUTIONS	SUBJECT FIRE EXTINGUISHER	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 18

A licence holder for a family day home shall ensure that

(a) a multi-purpose portable fire extinguisher that complies with the Alberta Fire Code (Alta. Reg. 151/84) is placed at a conspicuous and accessible location in the family day home, and is maintained in working order;

(b) smoke alarms are installed and maintained in sleeping areas therein, as required by the Alberta Building Regulation, 1985 (Alta. Reg. 186/85);

(c) fire drills are held in accordance with the Alberta Fire Code (Alta. Reg. 151/84) as it applies to day care centres.

SECTION ACCIDENT/INCIDENT OR ILLNESS	SUBJECT NOTIFICATION OF PARENT AND MEDICAL ATTENTION	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 19

In the case of an accident or a serious illness to a child, the licence holder shall forthwith ensure that

- (a) a parent is notified, and*
- (b) the child receives medical attention.*

INTENT

The intent of this section is to ensure that appropriate action is taken in cases of accident/incident or serious illness.

POLICY

Accidents/Incidents or
Serious Illness

It is the nursery school license holder's responsibility to ensure a written policy is established outlining:

- the person in charge, and
- the procedure to be followed by staff in case of accident/incident or serious illness.

All accidents/incidents or serious illnesses shall be reported to the child's parent immediately.

Definition
"Incident"

An incident includes anything (which is not an accident) that could have an adverse or unknown traumatic effect on the child.

POLICY

Written Record

An accident/incident report form or book shall be maintained recording both unusual occurrences and the corrective action taken. This record will be helpful in resolving disputes or complaints.

The purpose of written records is to ensure that:

- parents, license holders and the licensing officer are aware of all unusual occurrences (such as accidents or unusual disciplinary incidents); and

SECTION ACCIDENT/INCIDENT OR ILLNESS	SUBJECT NOTIFICATION OF PARENT AND MEDICAL ATTENTION	PAGE 2
		DATE 01/09/93

- corrective action is taken by the license holder to prevent future occurrences.

COMMENT

A sample form for recording accidents/incidents is in the Appendices NSL-99-02-01.

SECTION COMMUNICABLE DISEASES	SUBJECT REMOVAL OF CHILD	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 20

Where a staff member of a day care facility knows or has reason to believe that a child may be suffering from a disease listed in Schedule 1 of the Communicable Diseases Regulation (Alta. Reg. 238/85), the licence holder shall require a parent to remove the child from the day care facility forthwith.

INTENT

The intent of this section is to provide an immediate safety precaution where there is a suspicion of a disease that may be transferred to other children in the nursery school program.

POLICY

In Alberta, the current applicable legislation relating to communicable diseases is the Communicable Diseases Regulation 238/85. Schedule 1 of this Regulation is provided in the Appendix, NSL-99-02-02. The requirements in the Communicable Diseases Regulation must be followed in all day care facilities.

Primary staff members shall report immediately known or suspected diseases as specified in Schedule 1 to health authorities and to the parent or person responsible for the child.

In cases where a communicable disease has been confirmed, a physician or the local health authority (Public Health Inspector/Public Health Nurse) shall be consulted and their recommendations followed precisely. These recommendations may require the child's temporary absence, but not necessarily cancellation of enrollment.

Where license holders are unable to locate their local Public Health Inspector, they may contact the Provincial Nurse and Epidemiologist at 427-2644 (Edmonton).

SECTION COMMUNICABLE DISEASES	SUBJECT REMOVAL OF CHILD	PAGE 2
		DATE 01/09/93

Additionally, a handbook entitled "Contagious Diseases in Day Care" has been designed for day care directors and caregivers. A copy of the handbook is available from the Regional Licensing Office.

GUIDELINE

The license holder should, in conjunction with the Public Health Inspector or Public Health Nurse, establish a policy regarding the identification of communicable diseases and the development of preventive measures.

SECTION SUPERVISED CARE FOR SICK CHILDREN	SUBJECT SUPERVISED CARE FOR SICK CHILDREN	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 21

A licence holder shall ensure that supervised care for a sick child is provided in a space separate from the other children until the child can be removed from the day care facility.

INTENT

The intent of this section is to ensure a sick child is separated from the group, for the benefit of both the child and the group.

POLICY

Space Separate

A separate space shall be set up for the purpose of providing care for sick children.

Areas such as an office or staff room, where available, are acceptable for this use. However, the kitchen area is not acceptable.

Where a nursery school operates in one large room, (e.g., community hall) a quiet corner may be divided off for use as an isolation area.

A cot with sheets and blanket shall be provided for the comfort of the child.

Disinfecting

The cot shall be disinfected and bedding laundered between uses according to Public Health Act, Institutions Regulation 143/81.

Supervision

Sick children shall be directly supervised in the separate space until removed from the nursery school.

SECTION MEDICATION	SUBJECT ADMINISTRATION	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 22

(1) A licence holder may administer or allow the administration of patent or prescribed medication to a child only where

(a) the written consent of a parent has been obtained,

(b) the medication is in the original labelled container, and

(c) the medication is administered according to the labelled directions.

INTENT

The intent of this section is to ensure parents have authorized the administration of all medication, and that it is given according to directions.

INTRODUCTION

Due to the short time children are present in nursery school programs, it is NOT recommended that medication be administered in the nursery school program. It is preferable that medication be administered at home. It is recognized however, that medication for allergies may need to be given in a nursery school program. If any medication must be administered, the following policies shall be adhered to.

POLICY

Patent Medications

Patent medications are those which can be purchased "over the counter" without a prescription.

Patent medication shall be in the original container and labelled with the child's name and dosage.

Prescribed Medications

Prescribed medications are those that are purchased with a physician's prescription.

Prescribed medicines shall be in the original container and labelled showing the name of the

SECTION MEDICATION	SUBJECT ADMINISTRATION	PAGE 2
		DATE 01/09/93

physician, child's name, date of issue, instructions and time period between dosages.

POLICY

Medication Record

The primary staff member who administers medications shall complete and initial the medication record each time the medication is administered, as specified in section 28(2)(h), NSL-02-28-04.

The medication record shall be signed by the parent and include:

- date
- full name of the child
- name of medication
- date and time medication is to be administered
- amount of medication to be administered

It shall also include:

- date and time medication was actually administered
- name and amount of medication administered
- signature of staff administering medication.

The medication record shall be easily accessible. In nursery school programs, the administration of any medication not authorized in writing by the parent is prohibited. This includes patent drugs, e.g., Tylenol, cough syrup.

Sample medication records are included in the Appendices NSL-99-02-03. Nursery school programs may use either the individual medication record or one record for several children to meet the requirements of the policy.

Consultation with Parents

Close liaison and consultation with the parent shall be maintained to ensure that staff and parents are

SECTION MEDICATION	SUBJECT ADMINISTRATION	PAGE 3
		DATE 01/09/93

fully aware of when medications have been administered to the child.

Information regarding any potential side effects of medication shall be given to the designated person administering the medication.

This includes medication that has been administered by the parent before the child arrives at the day care centre, medication administered during the day, and medication administered at the day care centre just prior to the child leaving the day care facility.

CAUTION: License holders are cautioned on the use of any medication due to possible allergic reactions. When medications are being given for the first time, or at any time, children must be monitored very closely.

SECTION MEDICATION	SUBJECT STORAGE	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 22 (con't)

(2) The licence holder shall ensure that all medication is stored in a locked container that is inaccessible to children.

INTENT

The intent of this section is to ensure all medication is kept away from children.

POLICY

Definition

"Inaccessible"

"Inaccessible" means no child shall be able to gain access by himself.

The following containers are acceptable, provided they are locked:

- refrigerator
- cupboard
- room
- closet
- box or
- any other container that may be locked.

A lock may be either key or combination. Keys to locks shall be kept in a location inaccessible to children. The provision of more than one locked container may be necessary in situations where medications require storage in a refrigerator and at room temperature.

Exclusions

Child safety devices (latches) used on cupboards or drawers to restrict children's access shall not be used as they cannot be considered to be "locked" or "inaccessible".

Emergency Medication

Medication for emergency situations shall be stored inaccessible to children, but need not be locked.

SECTION MEDICATION	SUBJECT STORAGE	PAGE 2
		DATE 01/09/93

POLICY

Definition

"Emergency Medication"

Emergency medication is medication where time is of the essence in its use, and any delay in accessing the medication could be life threatening. The most common medications in this category will be those used to treat allergies, including such things as:

- epipen, acupen
- adrenalin based medication (anaphylactic kit).

SECTION HEALTH CARE	SUBJECT WRITTEN CONSENT OF PARENT, RESTRICTIONS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 23

(1) A licence holder shall not, without the written consent of a parent, provide or allow the provision of health care to a child, other than the administration of medication under section 22 or first aid.

INTENT

The intent of this section is to ensure that parental consent is obtained prior to any health care being administered to the child.

INTRODUCTION

Due to the short time children are present in nursery school programs, it is NOT recommended that health care be provided. It is preferable that health care be provided in the home. However, where health care is provided, the following policies shall be adhered to.

POLICY

Definition

"Health Care"

"Health care" is defined as care of a physical nature over and above that normally provided in a day care facility. The type of health care would be such that a parent would normally provide in the home. For example, chest clapping, range of motion exercises or special diets required for medical or other reasons.

Parents may authorize in writing, diet restrictions based on medical reasons, cultural or religious preferences.

The responsibility of license holders or parents to supply special diet foods shall be clearly documented.

Where concern exists regarding the severity or appropriateness of diet or other restrictions authorized by the parents, license holders may request a medical authorization.

SECTION HEALTH CARE	SUBJECT WRITTEN CONSENT OF PARENT, RESTRICTIONS	PAGE 2 DATE 01/09/93
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D.C. REG. SECTION 23 (con't)

(2) Nothing in subsection (1) allows any activity that is prohibited by any other law.

INTENT

The intent of this section is to prohibit the provision of any health care that would constitute the practice of such professions as medicine or physiotherapy.

SECTION SMOKING	SUBJECT RESTRICTIONS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 24

(1) No person shall smoke in a day care centre, nursery school or drop-in centre.

INTENT

The intent of this section is to ensure children are not exposed to the health risks associated with second hand smoke.

POLICY

Smoking is prohibited on the licensed premises, or while staff are engaged in caring for children off the premises. This includes all areas, such as outdoor play space, field trips and walks, etc.

This section does not apply to nursery schools.

D.C. REG. SECTION 24 (con't)

(2) No person shall smoke in a family day home when actively engaged in caring for children.

SECTION MEALS AND SNACKS	SUBJECT PROVISION OF	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 25

A licence holder shall

(a) provide or require parents to provide meals and snacks to the children, and

INTENT

The intent of this section is to ensure that children are provided with adequate food while in the nursery school program.

POLICY

Parents may be required by the nursery school license holder to supply food for their own children or for all children in the program.

The license holder has the responsibility to monitor and to ensure that children receive sufficient quantity and quality of foods each day.

Where the parent is expected to provide the snack the license holder shall:

- provide a snack, where the child has not brought one;
- where the food provided by the parent is inappropriate, discuss nutritional requirements with the parent and encourage them to provide the proper amount and variety of foods; and
- where food provided by the parent is inappropriate, supplement with appropriate food.

SECTION MEALS AND SNACKS	SUBJECT NUTRITIONAL STANDARDS	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 25 (con't)

(b) ensure that meals and snacks provided to the children

(i) are nutritious, and

(ii) are provided at appropriate times and in sufficient quantities in accordance with the needs of each child.

INTENT

The intent of this section is to ensure children receive sufficient quality and quantity of food to meet a portion of their nutritional requirements.

POLICY

Canada's Food Guide

The current edition of Canada's Food Guide will be used as a guideline to determine adequate variety of foods from the four food groups. Copies are available from local Health Units.

POLICY

Definition

"Nutritious"

"Nutritious" means food consistent with Canada's Food Guide.

Nursery school license holders shall ensure that sufficient quality and quantity of food is provided to children at appropriate times.

"Appropriate times and sufficient quantities"

"Appropriate times and sufficient quantities" means children in care 2-4 hours shall receive at least one snack providing one serving each from 2 or more of the basic four food groups.

Where meals are served, sufficient quantities of food shall be available for children and extra servings shall be available until the child's appetite is satisfied.

Parental Instructions
Infants Under 13 Months

When care is provided for infants under 13 months, they shall be fed in accordance with the written instructions of the parent. Instructions shall include the amount, type and scheduling of feedings.

SECTION MEALS AND SNACKS	SUBJECT NUTRITIONAL STANDARDS	PAGE 2
		DATE 01/09/93

Special diets/allergies

The names of children and their respective special diet or allergy shall be posted in all cooking and serving areas used by the nursery school program.

POLICY

Risk of choking

To help reduce the risk of choking some foods shall not be served. Other foods must be modified before being served to children under 4 years of age.

Foods that are prohibited

These foods shall not be served to children under 4 years of age because they are hazardous and difficult to modify or hazardous and a poor source of nutrients.

Foods that are Prohibited

Nuts and Seeds
Hard Candies
Caramels/Toffee
Chewing Gum
Popcorn
Gumdrops
Jellybeans
Snacks Made with Toothpicks or Skewers

Caution foods

The following are guidelines for modifying caution foods to make them less hazardous for children under 4 years.

Modified Forms of Caution Foods

Whole Grapes - slice lengthwise
Hot Dogs - slice lengthwise
Hard Vegetable Pieces - shred or chop vegetables
Fruit with Pits - remove pits before serving
(e.g., peaches, cherries, plums)
Hard Fruit pieces - shred or chop
Peanut Butter - spread thinly
Fish with Bones - remove bones

SECTION MENUS	SUBJECT DAY CARE CENTRES FAMILY DAY HOMES DROP-IN CENTRES	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 26

A licence holder shall ensure that

(a) in the case of a day care centre or family day home, a weekly menu listing specific foods to be provided by the licence holder is posted at the beginning of each week in a location in the day care facility that is conspicuous to staff and parents.

(b) in the case of a drop-in centre, a daily menu listing specific foods to be provided by the licence holder is posted at the beginning of each day in a location in the drop-in centre that is conspicuous to staff and parents.

SECTION MENUS	SUBJECT NURSERY SCHOOL FOOD RECORD CHANGES POSTED	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 26 (con't)

(c) in the case of a nursery school, a record of all foods provided by the licence holder is kept on file for one month and is available for inspection by parents and the Director.

INTENT

The intent of this section is to ensure there is a record of all food served in the nursery school whether provided by parents or the license holder.

POLICY

In situations where food is provided by parents for general distribution, a record shall be kept of the food and the name of the parent who provided it.

GUIDELINE

Information regarding food handling and preparation should be obtained from the local public health inspector.

SECTION MENUS	SUBJECT RECORD OF MENUS	PAGE 1
		DATE 01/09/93

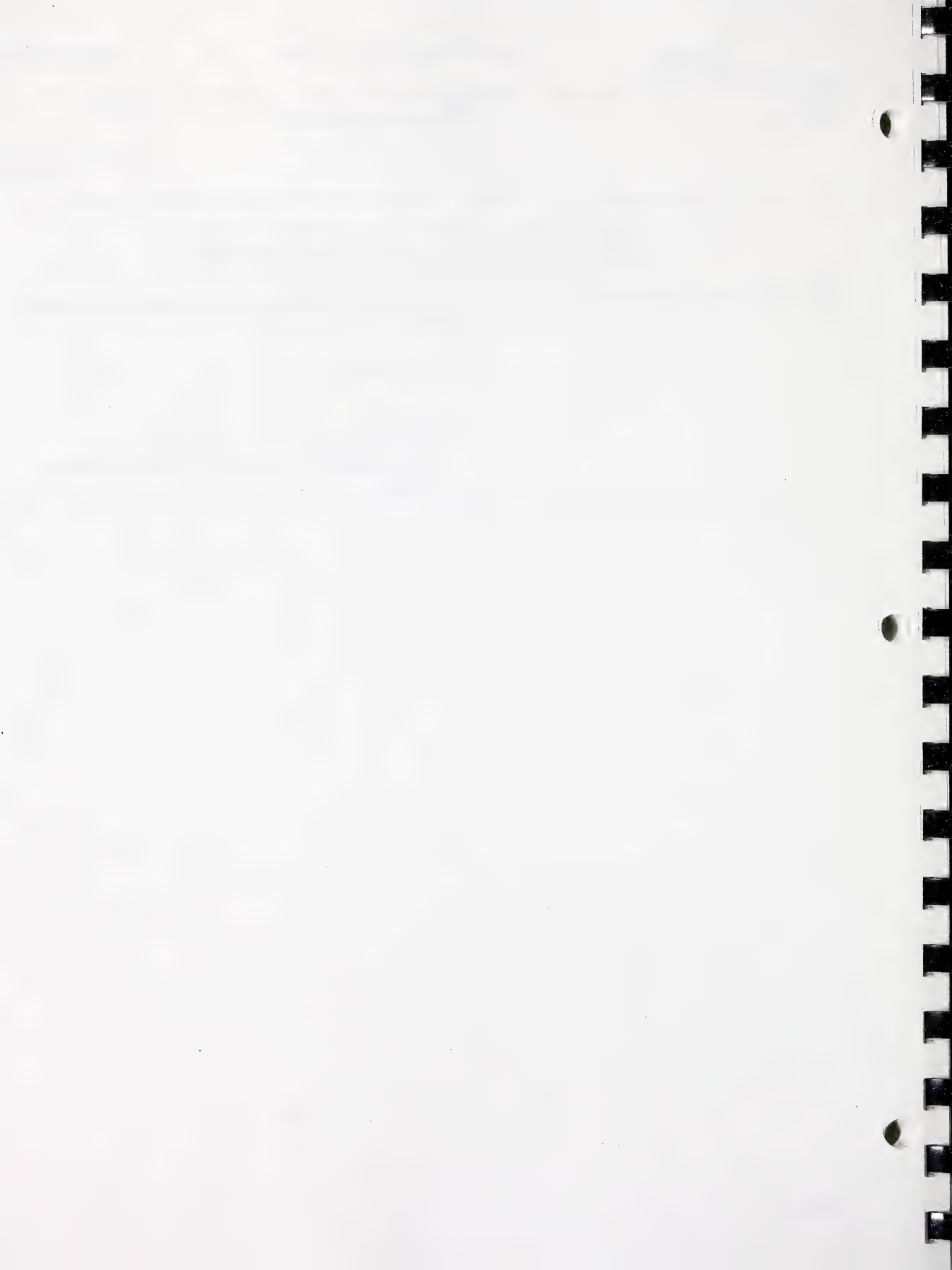
This section does not apply to nursery schools.

D.C. REG. SECTION 26 (con't)

(d) menus are followed and any changes are recorded on the posted menu, and

(e) each menu is

- (i) dated,*
- (ii) kept on file for one month, and*
- (iii) available for inspection by parents and the Director.*



SECTION MANNER OF FEEDING	SUBJECT APPROPRIATE FOR CHILD	PAGE 1
		DATE 01/09/93

A licence holder shall ensure that

D.C. REG. SECTION 27

(a) the manner in which the children are fed is appropriate to their age and level of development.

INTENT

The intent of this section is to ensure children are fed appropriately and with the proper utensils.

POLICY

Provision of Appropriate
Utensils

Child-sized utensils shall be provided that are appropriate for the foods served (e.g., spoons and bowls for yogurt and fruit).

COMMENT

When children are given forks, it is very important that they be taught their proper use and be directly supervised during snack time.

Eating utensils must be made of a material which is easily cleaned and must be washed and sanitized in accordance with the requirements under the Public Health Act 1984.

Single service utensils cannot be washed and reused.



SECTION MANNER OF FEEDING	SUBJECT FEEDING INFANT UNDER/OVER 6 MONTHS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 27 (con't)

(b) children under 6 months of age are held by a staff member during feeding, and

INTENT

The intent of this section is to ensure infants under six months of age are held when fed from a bottle.

POLICY

Holding of Infants

Where a nursery school program provides care for infants under 6 months of age, the license holder shall ensure that infants are held when fed from a bottle. In addition to ensuring their safety, holding infants promotes feelings of security and attachment and provides an opportunity for infant-adult interaction.

When infants are being introduced to solid foods they should be placed in a high chair or infant seat to be fed, according to their developmental needs.

For all infants, including those over 6 months of age, the propping of bottles, in cribs or elsewhere, is prohibited, due to risk of choking and the promotion of dental problems.

SECTION MANNER OF FEEDING	SUBJECT FEEDING INFANT UNDER/OVER 6 MONTHS	PAGE 2
		DATE 01/09/93

D.C. REG. SECTION 27 (con't)

(c) children who are 6 months of age or over and are not capable of feeding themselves are

(i) held by a staff member, or

(ii) seated in infant seats or high chairs,

during feeding.

INTENT

The intent of this section is to ensure infants over six months of age are fed in a manner appropriate to their level of development.

POLICY

Seating

Infant seats and high chairs shall be equipped with safety straps which must be used whenever the seats or high chairs are in use.

When it is developmentally appropriate, infants shall be provided with small tables and chairs.

SECTION KEEPING OF RECORDS	SUBJECT CHILDREN'S RECORDS MAINTENANCE AND AVAILABILITY	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 28

(1) A licence holder shall keep in the day care facility up-to-date records in respect of each child that comply with subsection (2) and shall ensure that those records are available for inspection by the Director at all times and by the child's parent when practicable.

INTENT

The intent of this section is to ensure specific records are kept for each child.

POLICY

Definition

"Available for inspection"

With the exception of current child attendance records and enrollment forms, these records are not required to be kept on the nursery school premises. Enrollment and attendance records must be kept on the premises and available for inspection by the Licensing Officer at all times when the program is in operation. The records shall be available to the child's parent when practicable.

"When practicable"

"When practicable" means when it is practical to do so, that is, reasonable under the circumstances.

"Director"

"Director" means Director of Social Care Facilities.

SECTION KEEPING OF RECORDS	SUBJECT CHILDREN'S RECORDS CONTENTS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 28 (con't)

(2) The records must include

- (a) a current, signed and completed enrollment form,*
- (b) the name, date of birth, health care registration number and current home address of the child,*
- (c) the name, current home address and telephone number of the child's parent,*
- (d) the address and telephone number of the place where the child's parent and another person to whom the child may be released can be reached in case of an emergency,*
- (e) the name, address and telephone number of the child's physician,*
- (f) except in the case of a drop-in centre, the date when the child enters and leaves the day care facility program,*

POLICY

The above information shall be contained in each child's record and completed in ink.

The license holder shall have in place a system for ensuring that all required registration information, (e.g., child's address, parent's work place and telephone number) is kept current.

Current enrollment and attendance records for each child shall be kept on the premises while the program is in operation.

Addresses are not required for "another person to whom the child may be released" or for "child's physician".

SECTION KEEPING OF RECORDS	SUBJECT CHILD'S ATTENDANCE RECORD	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 28 (con't)

(2)(g) particulars of the child's daily attendance, including arrival and departure times, in a form that is satisfactory to the Director.

INTENT

The intent of this section is to ensure attendance records with specific information are kept for each child.

POLICY

Definition
"Director"

"Director" means the Director of Social Care Facilities.

Attendance records shall include:

- actual hours of Nursery School program, at the top of the page; and
- each child's full name and attendance.

Attendance records shall be completed by the primary staff member or the parent. A sample attendance record is in the Appendices, NSL-99-02-04.

It is critical that license holders be able to account for all children in the case of an emergency. Therefore an accurate record of children's attendance must be kept daily.

One staff shall be designated to remove attendance records in an emergency situation.

SECTION KEEPING OF RECORDS	SUBJECT CHILD'S MEDICATION AND HEALTH CARE RECORDS	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 28 (con't)

(2)(h) particulars of the administration of any medication pursuant to section 22, including the kind of medication, the time of administration, the amount administered, the initials of the person administering and the written consent of a parent.

INTENT

The intent of this section is to ensure a record of all medication administered is kept for each child.

POLICY

This policy relates to all medication records.

For information on administering medication refer to section 22(1), NSL-02-22-01. A form to meet the requirements of this section may be developed by the license holder, however it must contain all the information listed in the Regulation.

COMMENT

For a sample form for recording required information see the Appendices, NSL-99-02-03.

D.C. REG. SECTION 28 (con't)

(2)(i) particulars of any health care provided pursuant to section 23, including the written consent of a parent, and

INTENT

The intent of this section is to ensure there is a record of the written consent of the parent for any health care administered to a child.

POLICY

Particulars include the specific health care practice to be administered, instructions, specific time period as well as the time the practice is to be administered, and any restrictions.

For more information on health care refer to section 23, NSL-02-23-01.

COMMENT

Nursery school license holders may choose to include this information on each child's enrollment form.

SECTION KEEPING OF RECORDS	SUBJECT CHILD'S IMMUNIZATION AND HEALTH RECORDS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 28 (con't)

(2)(j) written confirmation of the child's immunization and any other health information provided by parent.

INTENT

The intent of this section is to ensure all the necessary information is available to protect a child's health and safety.

POLICY

Required Information

A health record shall be completed at the time of the child's enrollment and changes recorded as they occur. Health records shall be maintained for the duration of the child's enrollment.

The health record may include the following information:

- allergies,
- diet restrictions,
- medication information,
- special health needs,
- history of previous serious illness.
- list of medications taken on a regular basis.

NOTE: This is not an exhaustive list.

Parent Confirmation

Confirmation of the immunization record shall be provided by the parent.

Immunization Records

The Communicable Diseases Regulation 238/85 provides authority for the Medical Officer of Health to obtain up-to-date immunization records from the license holder.

In some jurisdictions, the up-to-date immunization records are kept by the Public Health Nurse at the local Health Unit. Where this is done, the license holder shall note on the child's record whether the child's immunizations are up to date. For children who do not have up-to-date immunizations the Public Health Nurse shall be notified.

The immunization records shall be kept current.

SECTION KEEPING OF RECORDS	SUBJECT STAFF RECORDS - DAY CARE CENTRES AND DROP-IN CENTRES	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 28 (con't)

(3) In the case of a day care centre, the licence holder shall also keep in the day care centre up-to-date records available for inspection by the Director at all times that include

(a) particulars of the daily attendance of each primary staff member, including arrival and departure times and hours spent providing child care, in a form that is satisfactory to the Director,

(b) a copy of

(i) the qualification certificate of, or

(ii) an exemption issued under section 39 in respect of,

the program director and each primary staff member.

(4) In the case of a drop-in centre, the licence holder shall also keep in the drop-in centre up-to-date records available for inspection by the Director at all times that include particulars of the daily attendance of each primary staff member, including arrival and departure times and hours spent providing child care, in a form that is satisfactory to the Director.

SECTION KEEPING OF RECORDS	SUBJECT RECORDS RETENTION	PAGE 1 DATE 01/09/93
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D.C. REG. SECTION 28 (con't)

(5) The licence holder shall retain the records required by this section for

(a) as long as the child or staff member, as the case may be, to whom the records relate is enrolled in or on the staff of the day care facility, or

(b) at least 2 years following the end of the year in which the records were created,

whichever is longer.

INTENT

The intent of this section is to ensure that child records are retained for a specified amount of time.

POLICY

This requirement does not preclude any other requirement to retain records, mandated by another authority.

SECTION PORTABLE EMERGENCY INFORMATION RECORDS	SUBJECT MAINTENANCE AND CONTENTS	PAGE 1
		DATE 01/09/93

D.C. REG. SECTION 29

(1) A licence holder shall maintain a portable record of emergency information that complies with subsection (2) and shall ensure that it is taken on emergency evacuations, field trips and other activities off the day care facility.

(2) The emergency information must include

(a) in respect of each child who is expected to be taken from the day care facility, the information required by section 28(2)(b), (c), (d), (e) and (j), and

(b) the current addresses and telephone numbers of

(i) the health unit in which the day care facility is located, and

(ii) the nearest hospital emergency centre and poison information centre.

INTENT

The intent of this section is to ensure staff have with them all the necessary information whenever they take children off the nursery school premises.

POLICY

Definition
"Current"

"Current" means changes in required information must be recorded as they occur, and must also be checked and updated throughout the nursery school program term.

Whenever children are to be taken from the nursery school, the following information on each child must be taken by staff accompanying the children:

- name of child
- date of birth
- health care registration number

SECTION PORTABLE EMERGENCY INFORMATION RECORDS	SUBJECT MAINTENANCE AND CONTENTS	PAGE 2
		DATE 01/09/93

- current home address
- name, current address, and telephone number of the child's parent(s)
- address and telephone number of the place where the child's parent can be reached in case of an emergency
- telephone number of the place where one other person to whom the child may be released can be reached in case of an emergency
- name and telephone number of the child's physician
- written confirmation of the child's immunization and any other health information provided by the parent (allergies, medical conditions, etc.)

The following information need only be recorded once in the portable emergency information:

- current telephone number of the:
 - local Health Unit in which the day care is located;
 - nearest emergency or medical centre; and
 - the poison information centre.

Portable emergency information records required for the purposes of this section may be maintained in:

- a card file;
- a binder; or
- any other form that is easily transportable.

COMMENT

It may be necessary to provide each room or group with their own set of portable emergency information, e.g., a separate card file.

SECTION QUALIFICATION CERTIFICATES - DAY CARE CENTRES	SUBJECT "COLLEGE" DEFINED, LEVELS OF CERTIFICATION	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 30

(1) In this section "college" means

(a) a public college as defined in the Colleges Act, or

(b) an Alberta vocational college continued as a provincially administered institution by the Provincially Administered Institution Regulation (Alta. Reg. 194/90).

(2) A person may apply to the Director for a qualification certificate at level 1, 2 or 3.

(3) The Director shall issue a level 1 qualification certificate to an applicant who

(a) has completed an orientation course for day care centre staff that is approved by the Director, or

(b) has completed course work that the Director considers to be equivalent to an orientation course referred to in clause (a).

(4) The Director shall issue a level 2 qualification certificate to an applicant who

(a) has received a one-year certificate in early childhood development or education from a college, or

(b) has completed course work that the Director considers to be equivalent to the course work required for a certificate referred to in clause (a).

SECTION QUALIFICATION CERTIFICATES - DAY CARE CENTRES	SUBJECT "COLLEGE" DEFINED, LEVELS OF CERTIFICATION	PAGE 2
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 30 (con't)

(5) The Director shall issue a level 3 qualification certificate to an applicant who

(a) has received a two year diploma in early childhood development or education from a college,

(b) has completed course work that the Director considers to be equivalent to the course work required for a diploma referred to in clause (a), or

(c) had at least 5 years' relevant experience before December 1, 1990, held a relevant position at any time during the period from November 30, 1985 to November 30, 1990 and receives a one-year certificate in early childhood development or education from a college before September 1, 1993.

(6) In subsection (5)(c), "relevant experience" and "a relevant position" mean experience and a position, respectively,

(a) as a program director, or

(b) in any other capacity that the Director considers to be equivalent to that of program director and specifies in writing.

SECTION QUALIFICATION CERTIFICATE - DAY CARE CENTRES	SUBJECT CANCELLATION	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 31

Where the Director is satisfied that a qualification certificate was issued based on false or inaccurate information, the Director may cancel the certificate by providing written notice of the cancellation to the person to whom it was issued.

SECTION PROGRAM DIRECTOR - DAY CARE CENTRES	SUBJECT REQUIREMENTS	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 32

(1) A licence holder for a day care centre shall ensure that a full-time adult program director who holds a level 3 qualification certificate is on the staff of the day care centre at all times.

(2) Notwithstanding subsection (1), in the case of a day care centre in respect of which

(a) a licence was in force on November 30, 1990,

(b) an application for a licence that is acceptable to the Director had been made on or before November 1, 1990 and operation commenced before September 1, 1991, or

(c) a licence was issued in replacement of a licence described in clause (a) or (b), where the replacement was effected by reason only of a change in location or licensed capacity and the day care facility continues to serve the same community,

the program director need not have a level 3 qualification certificate until September 1, 1995 but must have the qualifications necessary for a level 2 qualification certificate.

SECTION ALTERNATE PROGRAM DIRECTOR - DAY CARE CENTRES	SUBJECT REQUIREMENTS	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

D.C. REG. SECTION 33

1) A licence holder for a day care centre shall ensure that a primary staff member with a level 2 or level 3 qualification certificate is designated to supervise the operation of the day care centre when the program director is not at the day care centre.

(2) Notwithstanding subsection (1), in the case of a day care centre referred to in section 32(2), any primary staff member may be designated under subsection (1) until September 1, 1993.

SECTION PRIMARY STAFF MEMBERS - DAY CARE CENTRES	SUBJECT QUALIFICATIONS AND STAFFING REQUIREMENTS	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 34

(1) A licence holder for a day care centre shall ensure that, of the total number of primary staff members who are on duty at the day care centre at any one time and who are included in the calculation of the minimum primary staff member to children ratio under section 35,

(a) at all times between 8:00 a.m. and 4:30 p.m., at least one in every 4 holds a level 2 or level 3 qualification certificate, and all the others hold a level 1 qualification certificate, and

(b) at all other times of the day, everyone holds at least a level 1 qualification certificate.

(2) In the case of a day care centre referred to in section 32(2), subsection (1) does not apply from December 1, 1990 to August 31, 1995, but the licence holder shall ensure that, of the primary staff members referred to in subsection (1),

(a) between September 1, 1992 and August 31, 1994,

(i) at all times between 8:00 a.m. and 4:30 p.m. at least one in every 6 holds a level 2 or level 3 qualification certificate and all the others hold a level 1 qualification certificate, and

(ii) at all other times of the day, everyone holds at least a level 1 qualification certificate, and

(b) between September 1, 1994 and August 31, 1995,

(i) at all times between 8:00 a.m. and 4:30 p.m. at least one in every 5 holds a level 2 or level 3 qualification certificate and all the others hold a level 1 qualification certificate, and

(ii) at all other times of the day, everyone holds at least a level 1 qualification certificate.

SECTION RATIOS AND MAXIMUM NUMBERS - DAY CARE CENTRES	SUBJECT PRIMARY STAFF MEMBER TO CHILDREN RATIOS	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 35

(1) Subject to this section, a license holder for a day care centre shall ensure that the following minimum primary staff member to children ratios, and the maximum number of children who may be included in a group, in the day care centre are in effect at all times:

Age of Children	Primary Staff Member/ Children Ratio	Maximum # Of Children In a Group
under 13 months	1:3	6
13 months or over, but under 19 months	1:4	8
19 months or over, but under 3 years	1:6	12
3 years or over, but under 4½ years	1:8	16
4½ years or over	1:10	20

(2) A license holder for a day care centre shall ensure that the following minimum primary staff member to children ratios in the day care centre are in effect at all times while the children are sleeping or are engaged in activities designated by the Director in writing:

Age of Children	Primary Staff Member/ Children Ratio
under 13 months	1:6
13 months or over, but under 19 months	1:8
19 months or over, but under 3 years	1:12
3 years or over, but under 4½ years	1:16
4½ years or over	1:20

SECTION RATIOS AND MAXIMUM NUMBERS - DAY CARE CENTRES	SUBJECT PRIMARY STAFF MEMBER TO CHILDREN RATIOS	PAGE 2 DATE 01/09/93
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This section does not apply to nursery schools.

D.C. REG. SECTION 35 (con't)

(3) Where a group of children in a day care centre includes children from 2 or more of the age groups specified in subsection (1) or (2), as the case may be,

(a) the number of primary staff members required for the purposes of the primary staff member to children ratio in that subsection is to be determined by taking the sum of the proportions of the primary staff member requirement prescribed by the applicable ratio for each child in the group, and

(b) the license holder shall ensure that the composition of the group is such that the sum of the primary staff requirement calculated in accordance with clause (a) does not exceed 2.0.

(4) The limitation imposed by subsection (1) on the number of children who may be included in a group does not apply to a group referred to in subsection (3) if the composition of the group complies with subsection (3).

(5) In this section, "primary staff member" means a primary staff member who holds a qualification certificate or in respect of whom an exemption from section 34 has been issued under section 39.

SECTION RATIOS - NURSERY SCHOOLS	SUBJECT PRIMARY STAFF MEMBER TO CHILDREN RATIOS	PAGE 1 <hr/> DATE 01/09/93
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SECTION 36

A licence holder for a nursery school shall ensure that the following minimum primary staff member to children ratios in the nursery school are in effect at all times:

<i>Age of Children</i>	<i>Primary Staff Member/ Children Ratio</i>
<i>under 19 months</i>	<i>1:6</i>
<i>19 months or over, but under 3 years</i>	<i>1:10</i>
<i>3 years or over, but under 5 years</i>	<i>1:12</i>
<i>5 years or over</i>	<i>1:15</i>

INTENT

The intent of this section is to ensure adequate supervision for children in a nursery school setting. Primary staff member to children ratios set the maximum number of children one primary staff member can care for and still meet each child's individual needs.

POLICY

Definition

"Primary staff member"

"Primary staff member" includes the nursery school teacher, aides, parent volunteers and other volunteers.

The license holder shall ensure that primary staff member to children ratios are in place at all times including outdoors, on field trips or when transporting children.

The driver shall not be included in the staff:child ratio when 4 or more children are being transported by vehicle.

SECTION RATIOS - NURSERY SCHOOLS	SUBJECT PRIMARY STAFF MEMBER TO CHILDREN RATIOS	PAGE 2
		DATE 01/09/93

Parent volunteers excluded from primary staff:child ratios

In situations where parent volunteers bring additional children who are not enrolled in the nursery school program (e.g., siblings), the parent may not be included in the primary staff:child ratios as they are deemed to be solely responsible for the care of the additional children. The non-enrolled child(ren) are not included in the staff:child ratio.

Mixed Age Groups

When children in the group are from different age categories, the group is described as a "mixed-age group" (or "family grouping"). Most nursery schools use mixed-age groups.

The number of primary staff required for mixed-age groups is determined by adding the proportion of primary staff required for each child in the group. Whenever a portion of an adult is required in the total, round up to the next whole number.

Example:

Age of Children	# of Children	Primary Staff
3 years or over, but under 5 years Ratio 1:12 (1/12 = .083)	9	$9/12$ or $.083 \times 9$ = .747
5 years or over, Ratio 1:15 (1/15 = 0.67)	11	$11/15$ or $.067 \times 11$ = .737
TOTALS	20	1.48
Required number of primary staff members = 2		

POLICY

Mixed age groupings may be implemented provided that:

- required primary staff member to children ratios are always in place;

SECTION RATIOS - NURSERY SCHOOLS	SUBJECT PRIMARY STAFF MEMBER TO CHILDREN RATIOS	PAGE 3
		DATE 01/09/93

- furnishings and equipment are appropriate for the varying ages of the children in the group; and
- the activities and expectations are age appropriate for each individual child in the group.

GUIDELINE

Mixed age groupings are recommended only for children aged 3 years to 6 years old. Children younger than 3 years usually need to be separated from the more boisterous play of older children. Children under 3 years should be in either same age groups (e.g., 0-12 mos, 13-18 mos, 19 mos-3 yrs) or grouped only with other children under 3 years (e.g., 0-18 mos, 19 mos-3 yrs).

For information about programming and equipment for children under 3 years, contact the Regional Day Care Services Office.

COMMENT

For minimum staffing requirements refer to section 38, NSL-02-38-01.

SECTION RATIOS AND MAXIMUM NUMBERS - DROP-IN CENTRES	SUBJECT RATIOS AND MAXIMUM GROUP SIZE	PAGE 1
		DATE 01/09/93

This section does not apply to nursery schools.

SECTION 37

(1) Subject to this section, a licence holder for a drop-in centre shall ensure that the following minimum primary staff member to children ratios, and the maximum number of children who may included in a group, in the drop-in centre are in effect at all times:

<i>Age of Children</i>	<i>Primary Staff Member/ Children Ratio</i>	<i>Maximum # Of Children In a Group</i>
<i>under 19 months</i>	<i>1:5</i>	<i>10</i>
<i>19 months or over, but under 3 years</i>	<i>1:8</i>	<i>16</i>
<i>3 years or over, but under 5 years</i>	<i>1:12</i>	<i>24</i>
<i>5 years or over</i>	<i>1:15</i>	<i>30</i>

(2) Where a group of children in a drop-in centre includes children from 2 or more of the age groups specified in subsection (1),

(a) the number of primary staff members required for the purposes of the primary staff member to children ratio in that subsection is to be determined by taking the sum of the proportions of the primary staff member requirement prescribed by the applicable ratio for each child in the group, and

(b) the licence holder shall ensure that the composition of the group is such that the sum of the primary staff requirement calculated in accordance with clause (a) does not exceed 2.0.

(3) The limitation imposed by subsection (1) on the number of children who may be included in a group does not apply to a group referred to in subsection (2) if the composition of the group complies with subsection (2).

SECTION MINIMUM STAFF REQUIREMENTS	SUBJECT MINIMUM STAFFING	PAGE 1
		DATE 01/09/93

SECTION 38

(1) Without limiting sections 35, 36 and 37, a licence holder shall ensure that

(a) when 4 or more children are present at a day care centre, nursery school or drop-in centre, at least 2 adult staff members are on duty in the day care facility at least one of whom is a primary staff member, and

INTENT

The intent of this section is to ensure sufficient staff are available in case of emergency.

POLICY

Where only two adult staff members are on duty in the nursery school program, one shall be a primary staff member. A person on the staff of a day care facility means a person employed for remuneration or as a volunteer and includes parent volunteers. The license holder shall ensure that both staff know they are responsible and must be available immediately at all times.

Definition "On duty"

"On duty" means performing duties on the licensed premises.

Primary staff member to children ratios as outlined in section 36, NSL-02-36-01, must be maintained at all times.

SECTION MINIMUM STAFF REQUIREMENTS	SUBJECT MINIMUM STAFFING	PAGE 2 DATE 01/09/93
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SECTION 38 (con't)

(1)(b) no staff member under 18 years of age is solely responsible for the supervision of the children.

INTENT

The intent of this section is to ensure children in care are supervised by an adult at all times.

POLICY

Definition "Solely"

"Solely" means alone. Therefore no person under 18 years shall be left alone with children.

The minimum age for inclusion in the calculation of primary staff member to children ratio is 16.

Persons aged 16-17 years of age, when caring for children shall be in the presence of an adult primary staff member, that is, a person 18 years of age or over.

This section does not apply to nursery schools.

SECTION 38 (con't)

(2) For the purposes of subsection (1)(a), in the case of a day care centre, "primary staff member" means a primary staff member who holds a qualification certificate or in respect of whom an exemption from section 34 has been issued under section 39.

SECTION STAFF QUALIFICATIONS POSITION EXEMPTIONS	SUBJECT EXEMPTION CRITERIA	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

SECTION 39

The Director may, in writing, exempt a licence holder from any qualification requirement of section 32 or 34 in respect of a specific staff position if the Director is satisfied that

(a) the licence holder has made every reasonable effort to fill the position with a qualified person, and

(b) the person selected to fill the position is engaged in the course work necessary to obtain the qualification certificate otherwise required for the position.

SECTION GENERAL SUPERVISION REQUIREMENT	SUBJECT ADEQUATE SUPERVISION	PAGE 1 DATE 01/09/93
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SECTION 40

Notwithstanding sections 35 to 38, a license holder shall ensure that children are, at all times while they are present at, or involved in activities arranged by, the day care facility, under such supervision as is adequate to ensure their health and safety.

INTENT

The intent of this section is to ensure children are not placed "at risk" at any time.

POLICY

Definition

"Supervision as is adequate"

"Supervision as is adequate" means adequate numbers of staff are present to supervise the children and that the supervision is such that primary staff members are involved with children and know where children are at all times. This requirement is over and above primary staff member to children ratios. The requirement is in place to ensure the health, safety and well-being of children in care and to prevent potentially dangerous situations from occurring.

The decision to provide staff over and above primary staff:child ratios shall be based on:

- the ages and needs of the children involved (i.e., infants, toddlers, or children with special needs);
- the type of activity (e.g., whether any special supervisory issues are likely to emerge);
- the environment within which the activity is taking place (i.e., crossing a busy street to reach a playground); and
- any other relevant criteria.

Play areas shall be arranged to enable primary staff members to directly supervise their group of

SECTION GENERAL SUPERVISION REQUIREMENT	SUBJECT ADEQUATE SUPERVISION	PAGE 2
		DATE 01/09/93

children at all times, and primary staff members shall know where the children are at all times.

There shall be sufficient numbers of primary staff members and adults available to efficiently and safely intervene and/or evacuate the children in emergency situations or emergency practice situations. Staff members must be designated to assist in emergency evacuations and be immediately available at all times to assist in same.

When children are taken off the nursery school premises as part of the nursery school program, the license holder shall ensure adequate supervision to ensure children's health and safety.

This general supervision requirement applies despite sections 36 and 38, NSL-02-36-01 and NSL-02-38-02, which specify primary staff member to children ratios.

SECTION FIRST AID STAFFING	SUBJECT VALID FIRST AID CERTIFICATE	PAGE 1
		DATE 01/09/93

SECTION 41

A license holder shall ensure that at least one staff member who holds a valid first aid certificate acceptable to the Director is at the day care facility at all times when children are present.

INTENT

The intent of this section is to ensure that at least one primary staff member on the premises has a valid first aid certificate.

POLICY

Definition

"Valid First Aid Certificate"

A "valid first aid certificate" means a current certificate in First Aid in Child Care.

Currently, compliance is based on a valid certificate as follows:

- St. John Standard First Aid in Child Care; or
- Canadian Red Cross Emergency Home Care (adapted for child care)

Where primary staff have first aid training other than those listed above, (e.g., nurse or nursing assistant) they shall be directed to contact the above authorities to establish equivalencies.

GUIDELINE

Based on safety considerations at least one primary staff member with a valid first aid certificate should accompany each group of children on field trips or on any activity off the premises.

SECTION TRANSITIONAL	SUBJECT FAMILY DAY HOME	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

SECTION 42

(1) A facility that was licensed as a family day home under the Day Care Regulation, 1981 (Alta. Reg. 144/81) on August 24, 1989, and that remained so licensed on November 30, 1990 is deemed to be a family day home, whether or not it complies with section 1(d).

(2) Subsection (1) ceases to have effect on May 31, 1992.

SECTION REPEAL	SUBJECT REPEAL	PAGE 1
		DATE 01/09/93

SECTION 43

The Day Care Regulation, 1981 (Alta. Reg. 144/81) is repealed.



SECTION COMMENCEMENT	SUBJECT COMING INTO FORCE	PAGE 1 DATE 01/09/93
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This section does not apply to nursery schools.

SECTION 44

(1) Subject to sections 32(2), 33(2) and subsection (2) of this section, this Regulation comes into force on December 1, 1990.

(2) To the extent that sections 35(5) and 38(2) apply to a day care centre referred to in section 32(2), sections 35(5) and 38(2) come into force on September 1, 1992.



APPENDICES

SECTION APPENDICES	SUBJECT INITIAL LICENSE APPLICATION	PAGE 1
		DATE 01/09/93

COMMENT

Obtaining a nursery school license may take a number of months. Attention to the following steps will help prevent delays when applying for a license.

In addition to meeting the requirements under the Day Care Regulation, license applicants must also show that they meet the requirements of:

- Fire Prevention Act and Regulations
- Public Health Act and Regulations
- Uniform Building Standards Act
- Municipal By-laws (zoning, development, occupancy).

GUIDELINE

Letter of Intent

Submit a letter of intent to apply for a (Social Care Facility) license to operate a nursery school. The letter should be sent to the Regional Day Care Services office where the nursery school will be located, and should provide a brief overview including information on the applicant, proposed operation and proposed service:

Applicant

- one paragraph describing the organization or individual applying;
- a list of any other day care services the applicant operates (e.g., family day home agency, day care centre, out-of-school care);
- applicant's child care philosophy; and
- relevant child care experience.

Proposed Operation

- indicate whether this is a new nursery school or whether you are buying an existing service.

SECTION APPENDICES	SUBJECT INITIAL LICENSE APPLICATION	PAGE 2
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Proposed Service

Describe:

- geographic area, population and ages of children to be served;
- desired capacity;
- location;
- proposed start-up date; and
- evidence of need for service (no other service available, vacancy/waiting lists at existing services, needs study).

Information Session

When the letter of intent is received, Regional Day Care Services will contact the applicant to arrange an information meeting or interview. The following information will be provided along with details about requirements and procedures to be followed:

- Social Care Facilities Licensing Act
- Alberta Day Care Regulation
- Nursery School Licensing Policy Manual
- Application Form
- Contacts for inspections

Application Form

Submit a completed application form with all attachments and payment of application fee to the Regional Day Care Services office. Incomplete applications will be returned.

Service Plan

Under Section 5 of the Alberta Day Care Regulation, 1990, a written Service Plan must be submitted as part of the license application. The written Service Plan must be submitted with the application form for approval by Regional Day Care Services staff.

SECTION APPENDICES	SUBJECT INITIAL LICENSE APPLICATION	PAGE 3
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For more detail about the Service Plan, see Section 5, NSL-02-05-01 and Appendix NSL-99-01-02.

Inspections

Once the Service Plan has been approved, obtain written inspection approvals from Health, Building, Fire and Zoning authorities and submit these to Regional Day Care Services.

Preparation of Facility

Prepare the physical setting, and obtain furnishings and equipment.

Day Care Licensing Inspection

Contact the Regional Day Care Services office to arrange for a licensing officer to inspect the facility. A licensing officer will only inspect the facility when all required documentation and submissions are complete.

During the inspection, the licensing officer will determine whether all requirements are in place to meet the Day Care Regulation and to carry out the nursery school program described in the approved Service Plan. In general, licensing staff will assess:

- physical setting: safety, adequacy and arrangement of facility, equipment, and furnishings;
- administrative requirements: records and posted information; and
- program requirements: program content and staffing.

License

The Director of Social Care Facilities, or the Director's designate in the Region, makes the final decision about issuing a license.

License holders must post the license in a conspicuous place. It is illegal for the facility to operate until the license is posted.

SECTION APPENDICES	SUBJECT INITIAL LICENSE APPLICATION	PAGE 4
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Monitoring

The license holder is responsible for ensuring that the nursery school continues to meet the requirements of the Day Care Regulation.

Licensing officers will monitor the nursery school and assess the care provided to children on a regular basis. Licensing officers will also inspect the nursery school in response to complaints about service. The Department may take action under the authority of the Social Care Facilities Licensing Act against a license holder who fails to comply with legislated requirements.

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 1
		DATE 01/09/93

SECTION I

Nursery School Program

Briefly explain the child care philosophy of your program including how the developmental needs of children will be met.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 2
		DATE 01/09/93

Discipline

Describe or attach a copy of the nursery school's written discipline and child management policy.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 3
		DATE 01/09/93

Discipline (con't)

How will you ensure that teachers, aides, and parent volunteers follow this policy?

How will you ensure that parents are informed of this policy?

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 4 DATE 01/09/93
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SECTION 2

Delivery of Nursery School Program

Please outline the daily routine for the children attending the nursery school program. In addition to the types of activities available, please indicate times for specific activities; e.g., arrival/departure, snack, washroom breaks.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 5
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Snacks

Who will provide snack? How will this be recorded?

How will you be aware of food allergies and special diets? How will snack be provided for those children?

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

Emergency Evacuation Procedures

Outline the proposed emergency evacuation procedures. Be sure to include duties of the teacher, aide and volunteer parent if applicable as well as re-location site and manner of transportation to the location. Diagram of building and room exits must also be included.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 7
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SECTION III

Parental Involvement

How may parents participate in the nursery school program and in what capacity, e.g., board of directors, parent volunteers, advisory board?

If a parent handbook has been developed, please attach to Service Plan.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 8
		DATE 01/09/93

SECTION IV

Staff Positions

Outline duties and responsibilities for nursery school teacher (and aide, or parent volunteer if applicable).

First Aid Training

List teachers with valid first aid:

<u>Staff Name</u>	<u>Name of Certificate</u>	<u>Expiry Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 9
		DATE 01/09/93

SECTION V

Administrative Policies and Procedures

Months of Operation: _____

Days of Operation: _____

Hours of Operation: _____

Ages of Children to be served:

(Please be specific - i.e., children 2½ and 3 by a certain date or children must be 3 at enrollment.)

Holiday Closures:

(Please list term of nursery school, e.g., September 30 - December 15 and January 15 - May 30.)

If you choose to use your own form for medication administration and/or daily attendance, please attach sample(s) to this page. (Samples in Appendix NSL-99-02-03 and NSL-99-02-04.)

Attach copy of general liability insurance coverage for the staff and children as per NSL-02-05-02.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 10
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SECTION VI

Facility

Diagram of indoor floor plan showing:

- a) room dimensions in square meters (m²)
- b) windows, exits/doors
- c) storage for children's belongings
- d) food preparation area
- e) washrooms
- f) diapering area (if applicable)
- g) furniture and equipment

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____

SECTION APPENDICES	SUBJECT SERVICE PLAN FORMAT NURSERY SCHOOLS	PAGE 11
		DATE 01/09/93

Facility (Con't)

- g) List of indoor toys, furnishings and equipment by room or group.

For Office Use Only

Complete ☐

Incomplete ☐

Comments _____



SECTION APPENDICES	SUBJECT SAMPLE INCIDENT/ACCIDENT REPORT	PAGE 1
		DATE 01/09/93

To be completed in ink only.

INCIDENT/ACCIDENT REPORT

Name of Child: _____ Date of Birth: _____
 Date of Incident/Accident: _____ Time: _____
 Parent/Emergency Contact Notified: _____ Date: _____ Time: _____
name
 Program Director Notified: _____ Date: _____ Time: _____
name

ACCIDENT:

What was the accident? _____

 Where did the accident occur? _____
 Who observed the accident? _____
 How did the accident occur? _____

 Was First Aid administered? Yes ☐ No ☐
 By Whom? Specify: _____
 Was any further action taken (e.g. child taken to hospital)? _____

INCIDENT:

Describe the incident, including reaction of child: _____

 Who observed the incident? _____
 Action taken by staff: _____

Additional information/comments related to Incident or Accident (e.g., corrective action taken):

Staff member's signature: _____ (person completing report) Parent's signature: _____
 Date: _____ Date: _____



SECTION APPENDICES	SUBJECT COMMUNICABLE DISEASES REGULATION SCHEDULE 1	PAGE 1
		DATE 01/01/93

COMMUNICABLE DISEASES REGULATION (ALTA REG.238/85)

SCHEDULE 1

Acquired Immunodeficiency Syndrome (AIDS)	Measles
Amebiasis	Meningitis (all causes)
Anthrax	Meningococcal Infections
Arboviral Infections (including Dengue)	Mumps
Botulism	Neonatal Herpes
Brucellosis	Nosocomial Infections
Campylobacter	Ophthalmia Neonatorum (all causes)
Cerebrospinal fluid isolates	Paratyphoid
Chickenpox	Pertussis
Cholera	Plague
Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster)	Poliomyelitis
Dengue	Psittacosis
Diphtheria	Q-fever
Encephalitis, specified or unspecified	Rabies
Enteric Pathogens. See note below	Reye Syndrome
Foodborne Illness. See note below	Rickettsial Infections
Gastroenteritis, epidemic. See note below	Rocky Mountain Spotted Fever
Giardiasis	Rubella (including Congenital Rubella)
Haemophilus Influenzae Infections (invasive)	Rubeola
Hemolytic Uremic Syndrome	Salmonella Infections
Hepatitis A, B, Non-A, Non-B	Shigella infections
Kawasaki Disease	Smallpox
Lassa Fever	Stool Pathogens, all types. See note below
Legionella Infections	Tetanus
Leprosy	Toxic Shock Syndrome
Leptospirosis	Trichinosis
Listeriosis	Tuberculosis
Malaria	Tularemia
	Typhoid
	Typhus
	Varicella
	Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinian, African Hemorrhagic Fevers)
	Waterborne Illness (all causes) See note below
	Yellow Fever

NOTE: Enteric Pathogens, Foodborne Illness, Gastroenteritis, epidemic and Waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia.

SECTION APPENDICES	SUBJECT SAMPLE MEDICATION ADMINISTRATION FORMS	PAGE 1
		DATE 01/09/93

To be completed in ink only.

MEDICATION ADMINISTRATION RECORD

CHILD'S NAME: _____

MEDICATION: _____

AMOUNT TO BE GIVEN: _____

DATES TO BE GIVEN: start date: _____

finish date: _____ (maximum 2 weeks)

EXACT TIMES TO BE GIVEN: _____

SPECIAL INSTRUCTIONS (e.g., to be taken with food) _____

MEDICATION GIVEN AT HOME _____ TIME: _____

DATE: _____ SIGNATURE OF PARENT/GUARDIAN: _____

to be completed by the staff at the time medication is given:

DATE	MEDICATION	DOSAGE	TIME	STAFF SIGNATURE

This form to be used when a child is on medication for a longer period of time, or when individual medication records for each child are required.

TO BE COMPLETED BY THE PARENT				TO BE COMPLETED BY THE STAFF AT THE TIME OF ADMINISTRATION			
Child's name		Parent's Signature		Medication Administered	Amount Given	Date & Time(s) Given	Staff Signature
Medication to be administered:		Amount to be given	Date & Time	Special instructions (eg. taken with food)			
1							
2							
Medication given at home:		Date	Time	Comments			

Child's name		Parent's Signature		Medication Administered	Amount Given	Date & Time(s) Given	Staff Signature
Medication to be administered:		Amount to be given	Date & Time	Special instructions (eg. taken with food)			
1							
2							
Medication given at home:		Date	Time	Comments			

Child's name		Parent's Signature		Medication Administered	Amount Given	Date & Time(s) Given	Staff Signature
Medication to be administered:		Amount to be given	Date & Time	Special instructions (eg. taken with food)			
1							
2							
Medication given at home:		Date	Time	Comments			

Child's name		Parent's Signature		Medication Administered	Amount Given	Date & Time(s) Given	Staff Signature
Medication to be administered:		Amount to be given	Date & Time	Special instructions (eg. taken with food)			
1							
2							
Medication given at home:		Date	Time	Comments			

Child's name		Parent's Signature		Medication Administered	Amount Given	Date & Time(s) Given	Staff Signature
Medication to be administered:		Amount to be given	Date & Time	Special instructions (eg. taken with food)			
1							
2							
Medication given at home:		Date	Time	Comments			

SECTION APPENDICES

SUBJECT
SAMPLE
NURSERY SCHOOL
ATTENDANCE RECORD

PAGE 1

DATE 01/09/93

NURSERY SCHOOL ATTENDANCE RECORD

Month: _____
Days: _____
Hours: _____

NURSERY SCHOOL NAME:

[illegible]



NLC/B.N.C.



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